August 1, 1961

The Office

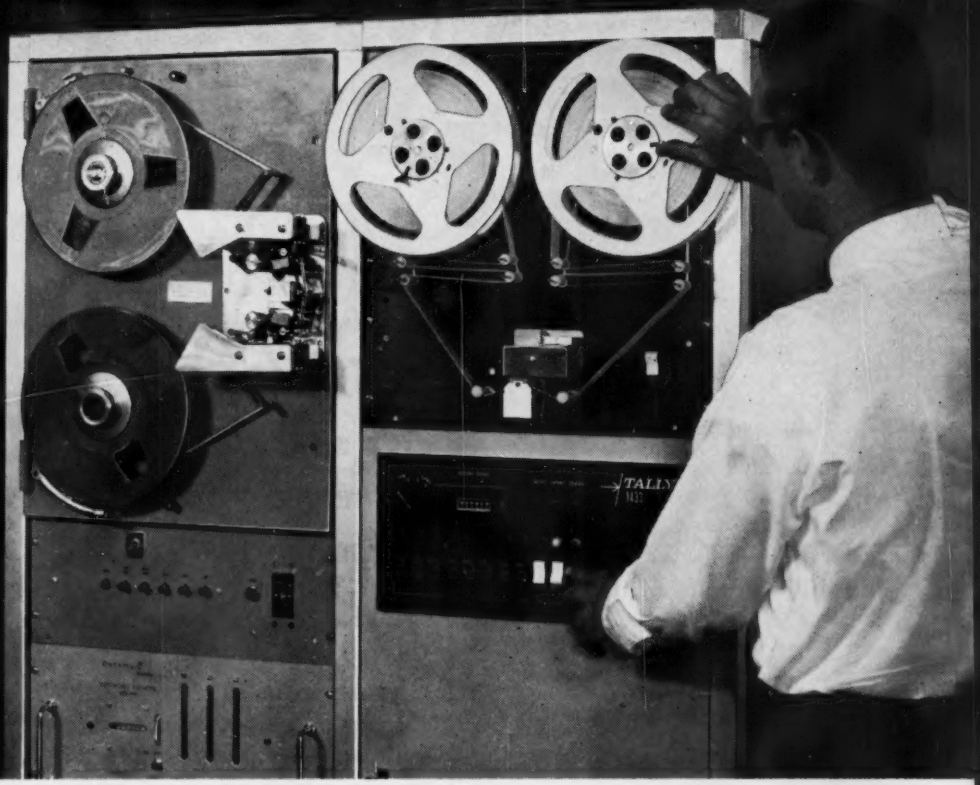
Magazine of Management · Equipment · Methods

OFFICE-ODEON

THIS IS THE UNDERWOOD SCRIPTOR

This new electric typewriter is designed to provide management with general-purpose typing of absolute uniformity, crisp appearance and sharp legibility, at such high speed and with such ease that it can substantially lower typing costs at stations where work is continuous. The attractively-styled Scriptor offers such proved ways to increase production as reverse tabulation and simplified title-centering. Beneath the Scriptor's attractive styling is rugged construction that assures long years of trouble-free dependability. Other Underwood electric typewriters are the Raphael, with automatic variable letter-spacing and carbon ribbon, and the Forum, with conventional spacing and equipped with both carbon and fabric ribbons. Underwood Corporation, One Park Avenue, New York 16, New York.

For More Information Circle No. 249



How to convert perforated to magnetic tape at a reasonable cost (NOW)

Tally's new solid state Model 1433 Paper-to-Magnetic Tape Converter is not 10 years ahead of its time. You can solve today's media conversion problems with both integrity and economy

Normally, input and output data are completely identical in content. The output record is a bit for bit image of input data. A universal code conversion feature is, however, available.

Without changes or adjustments, the Tally converter will accept paper, foil, or plastic tapes in widths varying from 5 through 8 levels. It writes data on magnetic tape compatible with IBM 727, 729 Mod 1, and Remington Rand computer formats. Other formats are also available.

Complete in itself, the system includes a 120 cps paper tape reader, a Potter magnetic tape handler, and necessary electronics. Price of the Model 1433 begins at $26,500. Delivery is currently 120 days. More information can be obtained from your Tally engineering representative or by writing

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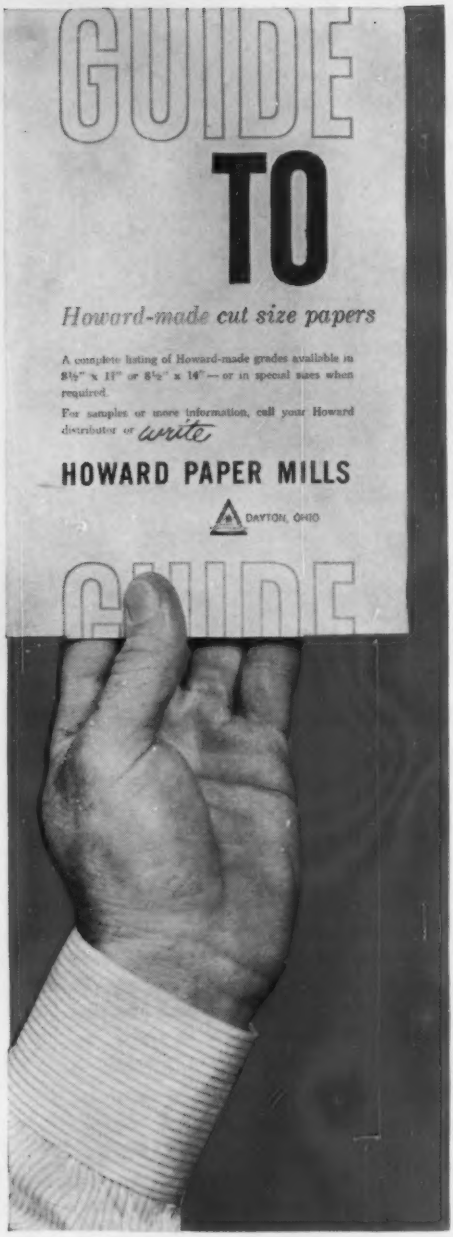

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The Office
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CIRCULATION OF THIS ISSUE OVER 60,000

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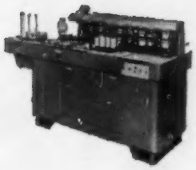

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For More Information Circle No. 342

The Office PRODUCT INDEX

This index, prepared for your convenience, lists the products and services advertised in this issue. Refer to pages listed for information on each. Further details can be had by writing manufacturer direct, or by use of reader inquiry card.

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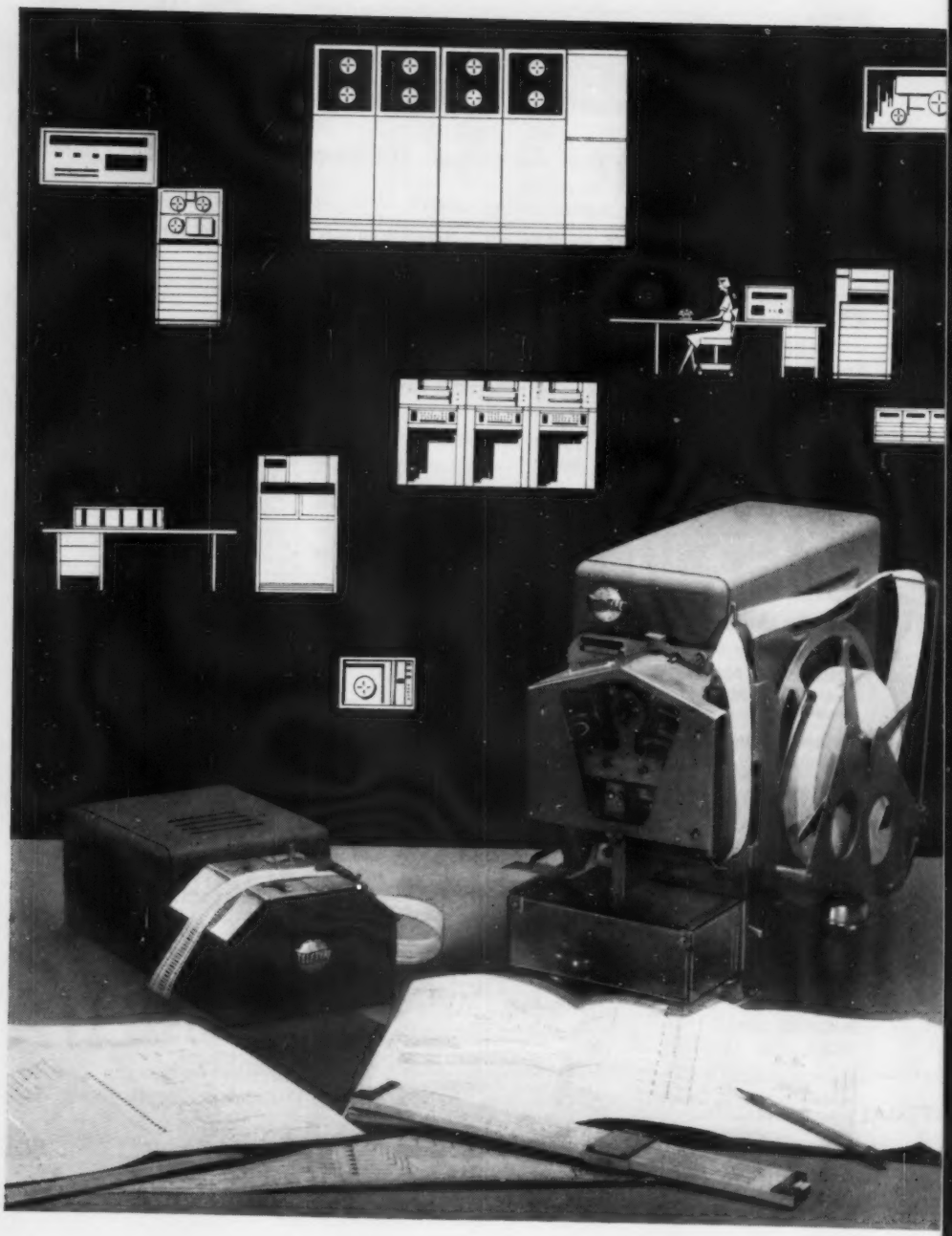

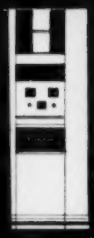

New Teletype 1000-speed tape units

Here are two new units that offer the advantages of punched paper tape at 1000 words per minute—and combine traditional Teletype dependability with design simplicity and relatively low cost. Used together, the CX reader (left) and BRPE punch (right) are ideal for tape-to-tape communication of bulk message or statistical traffic via the new Data-Phone service. The reader and punch may also be used individually for communicating data to or from computers, and other devices associated with data processing, telemetering and similar communications functions.

These high-speed units operate on a parallel-wire signal path, in either transistorized or vacuum tube circuits. For serial transmission over conventional voice channels, signals can be converted by external facilities. A pulse generator, adjustable through a full 360 degrees, triggers the external signal storage and provides optimum synchronization of intelligence transfer.

Tape Reader—Will read chadless or fully perforated tape, in 11/16", 7/8" or 1" tape widths. Includes a set of auxiliary timing contacts that operate simultaneously with the sensing pins and assure accurate synchronization with associated transmitting equipment. Dimensions: 5" high, 6" wide, 11" deep. Models available for reading 5, 6, 7, or 8 level codes.

Tape Punch—Produces fully perforated tape. Equipped with "low tape" warning mechanism which can be wired to external alarms. Tape container designed for easy access. Dimensions: 12" high, 8" wide, 16½" deep. Available in two models—one for punching standard 5-level communications code (11/16" tape); the other adjustable for punching 6, 7 or 8 level codes (7/8" or 1" tape).

Teletype Corporation manufactures this equipment for the Bell System and others who require the utmost reliability from their data communications facilities. For free descriptive literature on the CX and BRPE units, write Teletype Corporation, Dept. 37H, 5555 Touhy Avenue, Skokie, Illinois.

TELETYPE®

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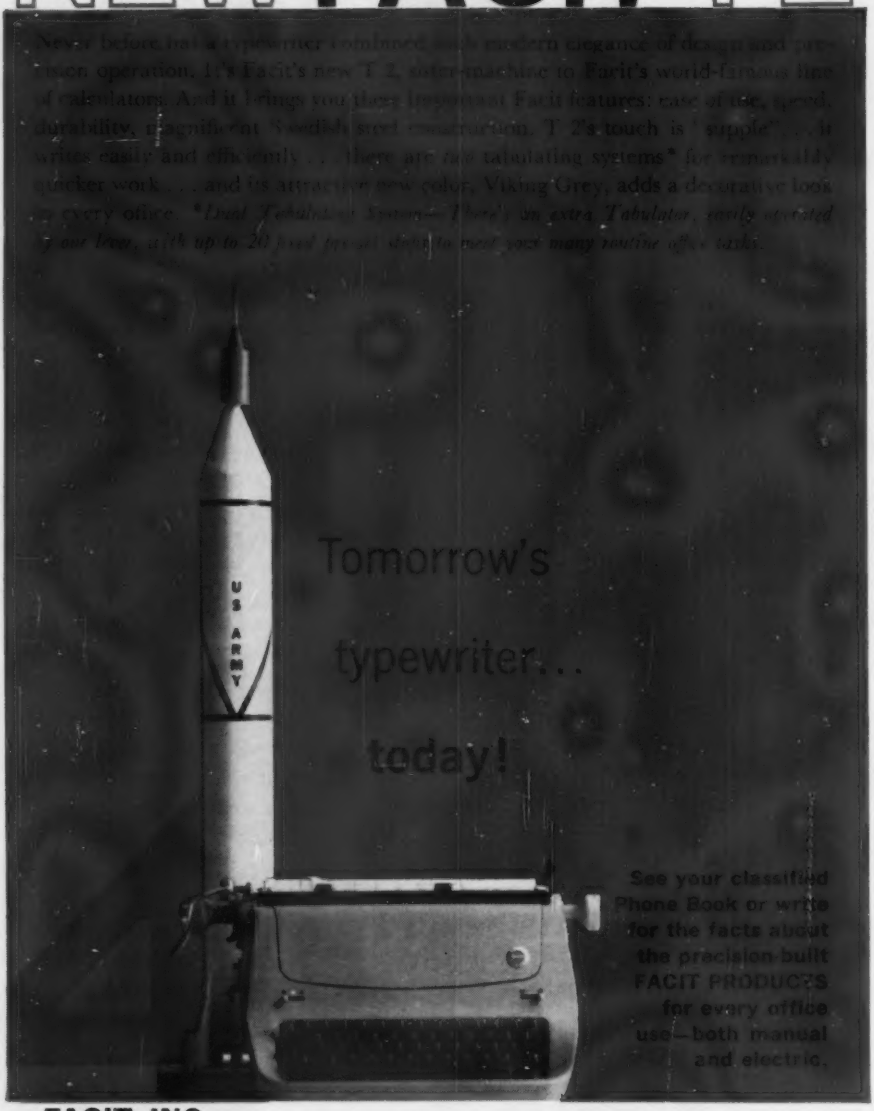
For More Information Circle No. 262

NEW FACIT T-2

Never before has a typewriter combined such modern elegance of design and precision operation. It's FACIT's new T-2, sister-machine to Facit's world-famous line of calculators. And it brings you those important Facit features: ease of use, speed, durability, magnificent Swedish steel construction. T-2's touch is "supple" . . . it writes easily and efficiently . . . there are *two* tabulating systems* for remarkably quicker work . . . and its attractive new color, Viking Grey, adds a decorative look to every office. **Dual Tabulator System—There's an extra Tabulator, easily operated by one hand, with up to 20 hard preset stops to meet your many routine office tasks.*



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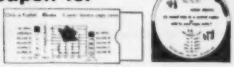

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AVERAGE WEEKLY

1961

	Birmingham	Boston	Chicago	Dallas	Denver	Detroit
Men						
Clerks, accounting, class A	$105.50	$97.00	$107.50	$102.50	$97.50	$125.00
Clerks, accounting, class B	92.00	75.00	87.50	85.50	83.00	90.50
Clerks, order	76.00	89.50	105.00	77.50	81.50	112.00
Clerks, payroll	99.50	88.00	97.00	87.50	91.50	115.00
Office boys	60.00	52.50	63.50	52.50	56.50	68.00
Tabulating-machine operators, class A	107.00	93.00	110.00	97.50	101.00	120.00
Tabulating-machine operators, class B	80.50	77.50	91.50	82.50	86.00	99.00
Tabulating-machine operators, class C	-	66.00	78.00	63.00	74.00	84.50
Women						
Billers, machine (billing machine)	62.50	70.00	76.50	67.00	69.00	74.00
Billers, machine (bookkeeping machine)	59.00	58.00	68.00	57.00	62.00	66.00
Bookkeeping-machine operators, class A	73.50	71.00	87.50	73.50	77.50	87.50
Bookkeeping-machine operators, class B	57.50	61.50	74.50	61.50	62.00	68.50
Clerks, accounting, class A	80.50	79.50	92.50	80.50	82.00	98.00
Clerks, accounting, class B	64.00	64.00	74.50	64.00	68.00	72.50
Clerks, file, class A	65.50	66.50	74.00	61.50	67.00	85.50
Clerks, file, class B	53.00	53.50	62.50	50.00	54.50	59.00
Clerks, order	67.00	67.50	74.50	63.00	64.50	77.00
Clerks, payroll	71.00	70.50	83.50	74.00	77.00	89.50
Comptometer operators	63.00	67.50	78.00	67.50	69.00	84.00
Duplicating-machine operators	56.50	59.00	70.50	-		72.00
Keypunch operators	69.00	66.00	77.00	65.50	69.50	83.50
Office girls	57.50	52.00	62.00	52.00	52.00	62.50
Secretaries	88.00	81.50	95.00	84.00	88.50	102.00
Stenographers, general	72.00	70.00	80.50	73.50	75.50	89.50
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Switchboard operators	64.00	67.00	75.50	59.50	64.50	79.50
Switchboard operator-receptionists	64.50	65.50	76.50	67.00	67.00	74.50
Tabulating-machine operators, class A	-	85.50	-	-	-	114.50
Tabulating-machine operators, class B	72.00	71.50	91.00	82.00	78.50	99.50
Tabulating-machine operators, class C	-	58.00	78.50	-	61.00	82.00
Transcribing-machine operators, general	59.50	65.00	78.00	62.50	65.00	73.00
Typists, class A	67.50	67.50	77.00	64.50	67.50	89.50
Typists, class B	53.50	58.00	66.50	54.50	61.00	71.00

AVERAGE weekly earnings in 82 major labor markets are being compiled by the Dept. of Labor's Bureau of Labor Statistics. Preliminary figures for 16 of these cities appear above for some of the office occupations surveyed. Information will be provided on office jobs in a variety of manufacturing and nonmanufacturing industries. Individual bulletins will be issued for each of the 82 areas and, wherever possible, separate data will be supplied for major industry groups. Summaries of work schedules, and supplementary wage benefits such as shift differentials, paid holidays and vacations; health, insurance and pension plans, will be included. Supplementary

OFFICE SALARIES

Kansas City	Los Angeles	Miami	New York	Phoenix	Pittsburgh	St. Louis	San Francisco	Seattle	Washington
101.00	$107.00	$95.50	$ 99.00	$99.50	$117.00	$106.00	$104.50	$103.50	$97.00
80.50	85.50	78.00	75.50	78.00	99.00	86.50	96.00	95.50	78.00
97.00	102.50	79.00	85.50	87.00	105.50	92.50	108.00	104.50	90.50
90.00	108.50	83.00	88.00	-	110.00	98.00	110.00	95.00	-
52.50	69.00	54.50	57.50	55.50	62.50	61.50	64.00	62.00	55.50
106.50	110.50	99.00	100.00	-	114.00	108.50	112.50	-	-
90.00	97.00	85.50	88.00	-	96.00	90.50	97.50	95.50	85.50
75.50	84.50	-	69.50	-	78.50	84.00	83.50	81.50	82.50
71.50	76.00	64.00	74.00	63.00	70.00	69.00	87.00	75.00	60.50
65.00	81.50	70.00	75.50	63.00	67.00	73.50	74.50	73.00	65.50
81.00	92.00	68.00	81.50	81.00	71.50	73.50	88.50	78.00	78.00
62.00	69.00	59.00	71.50	58.50	63.50	62.00	68.50	64.00	63.00
83.00	96.50	83.00	91.50	85.00	93.00	86.00	91.50	85.00	82.00
65.50	76.50	65.50	72.00	67.00	73.00	65.00	76.50	73.00	67.00
67.50	77.50	63.00	71.00	-	71.50	71.00	82.00	81.50	66.00
53.00	63.00	51.50	59.50	55.50	60.00	56.00	60.50	61.00	54.00
70.00	86.50	66.00	72.00	65.50	76.50	65.50	83.00	76.00	64.50
77.50	90.50	74.50	82.50	72.50	81.50	73.50	91.50	80.00	79.50
72.50	86.50	60.00	77.00	68.00	75.00	73.50	83.50	76.50	72.00
61.50	75.00	57.00	68.50	-	69.50	72.00	74.00	61.50	-
71.00	82.00	68.00	71.00	71.50	75.50	71.50	78.50	74.50	70.50
51.00	64.00	50.50	57.00	-	58.00	56.00	62.50	56.50	54.50
87.50	98.00	78.50	95.00	82.50	94.50	87.00	96.50	92.50	89.00
75.00	85.00	67.50	76.50	73.00	79.50	72.50	84.00	80.00	80.50
75.50	93.00	83.50	91.50	-	85.50	74.50	87.00	-	-
63.00	79.50	57.00	75.50	61.00	76.00	67.50	78.50	73.00	61.50
66.00	78.50	59.50	75.00	60.50	72.00	68.00	78.50	72.00	69.50
-	109.50	-	100.50	-	103.50	-	-	86.50	-
85.00	88.50	66.50	82.50	-	88.00	83.00	91.00	85.50	78.50
62.00	72.00	-	72.50	-	68.00	78.50	78.50	70.00	71.50
63.00	74.50	-	73.50	-	68.00	69.00	78.00	70.50	71.00
73.00	81.00	67.50	72.50	69.50	77.00	72.00	76.50	74.00	73.00
57.50	70.00	54.50	64.50	60.00	65.00	59.00	66.50	62.00	62.50

data is obtained biennially and collected in 42 areas this year. The bulletins may be purchased at regional offices of the Bureau of Labor Statistics at from 15c to 35c each.

National Office Management Assn. announced publication of its Annual Clerical Salary Survey of firms in 147 cities of the U. S. and Canada. This indicates that 69% of U. S. offices maintain a basic 40-hour work week while 79% of Canadian offices work less than 40 hours. The survey also reported a decrease in unionization of clerical employees. In 1951, 9% of the offices reporting were partially or fully unionized. The percentage was 8.1 in 1960 and 7.3 this year.

How Employee Training Can Be Made More Effective

GRACE PAUL

ONE OF THE STUDENTS in a training class was reviewing her notes when a recently hired employee remarked, "I wouldn't worry about all that. When you get assigned to a desk, they'll change everything."

Unfortunately this was true. The training program included not only orientation concerning the importance of the business, the firm's history, accomplishments of its officers and directors, but also basic instructions concerning clerical methods. These instructions showed exactly how the office administrator desired to have things done, but he had been unable to get employees to do things this way.

New employees were forced to learn one method in class, and then another procedure later. Thus, they were harnessed with an unlearning process, and found lack of unity in the company at a time when it would have been better for them to have thought everything went smoothly.

The discrepancy between what is taught in a training class and what is done in an office is all too common. Occasionally the instructor will say, "Do as I say, and not as you see others do." This is easy to say, but a new employee's work is invariably checked by a more experienced employee, and apparent unwillingness to conform will be a source of irritation.

There are many advantages to be gained from training programs, but some are apt to be offset unless there is a definite attempt to provide a program which shortens the unproductive period for new employees and makes experienced employees more valuable. A great deal of what goes into the initial training program would do more good in a booklet which could be read at leisure and shown to relatives and friends.

Offices should begin a training program for new employees with a speech by a top executive. But if such a person would be annoyed when bothered by some unimportant problem, and if employees wouldn't dream of speaking to him until spoken to, his appearance before a group of new employees would be a farce. The welcome should be given by someone who is willing and ready to discuss the problems of fellow individuals.

If there are rules concerning tardiness, absenteeism and length of coffee breaks, etc., these should be reported to new employees at once. While still thrilled over getting the job, they are more cooperative and less disturbed by rules which might later be considered an infringement on their "rights." Some contrary people do not like to abide by rules and the sooner they understand your regulations, the better.

Orientation concerning the business should be given by an effective speaker

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who can make the new employees say, "I wish I could speak like that." Instruction concerning employee work methods should be given only if all the persons in the class will be doing the same type of work. The instructions must be absolutely accurate. Inaccurate information lowers employee morale and destroys confidence in supervisors. Instructors should use correct grammar, and spelling and grammar in printed instructions should be correct.

The initial training may be given during the first few days on the job or it may be spread over several weeks. If an hour or so is devoted each week to training, lectures should be given to older employees before they are used for training new ones. This infrequent type of training should be even more interesting than lectures for employees who have been on the job only a few days. Employees are usually quite conscientious and anxious to get their work done. If they must leave unfinished work to go to a training class, that lecture should be good enough to give a feeling of time well spent.

Many people object to examinations in connection with training courses, but they are the most effective method of enabling instructors to evaluate the instructions given. Unsigned examinations are often more satisfactory than those which will be graded.

Instructors should check students who are less attentive after they learn that their names will not be shown on quizzes. They are likely to be the employees who will strive to do an exceptional job when they are being considered for promotion, but will get

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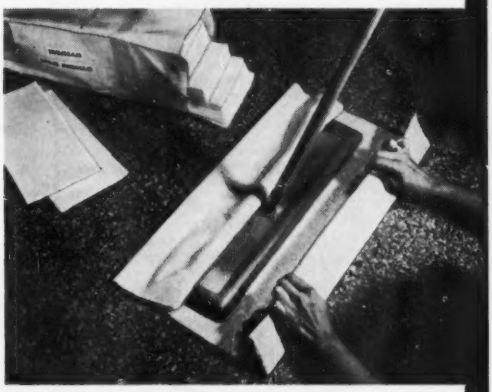
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by with the least possible work at other times.

Evaluation of general characteristics is possible during the training period. Persons who demonstrate outstanding conscientiousness or the willingness to search out essential facts should be watched to see that these qualities are recognized and appreciated. If they find out later that it doesn't pay to be conscientious and work hard, they may become discouraged and leave.

Training should consist of more than lectures and printed materials. If there is a motion picture concerning your organization, it should be shown as soon as possible to new employees. If there is space, older employees should be given an opportunity to see it again. Never allow any motion picture to be shown to civic groups or on television before employees have seen it.

A wealth of motion pictures are available on many subjects, for use as background material on almost any industry. Some may be borrowed without cost, others are available by paying transportation one way from organizations or other businesses. In choosing pictures, the employees' educational backgrounds should be considered: very technical pictures are apt to be uninteresting to employees who have not finished high school. If a popular educational movie is chosen, the subject should be announced ahead of time, and employees who recall seeing it should be given an opportunity to skip that session if they desire. Projection slides prepared for the organization are effective and are of value in training, allowing repeated presentation lectures. Some of the most effective training programs consist en-

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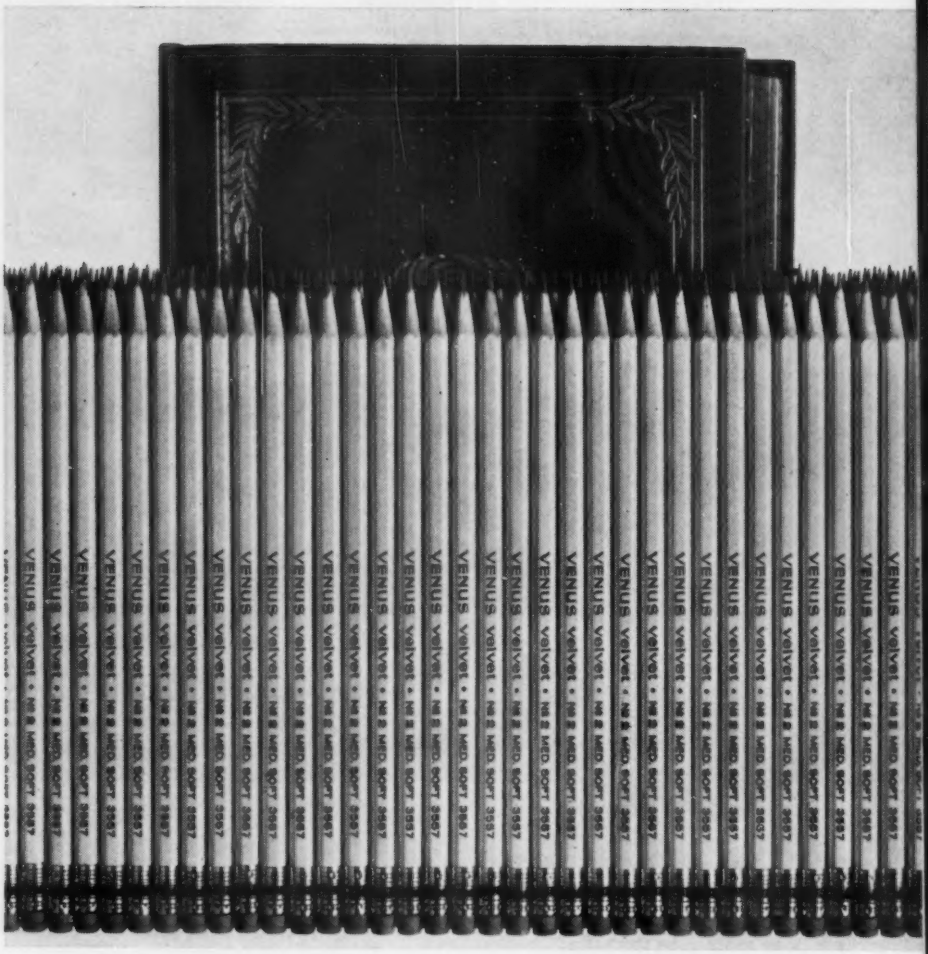

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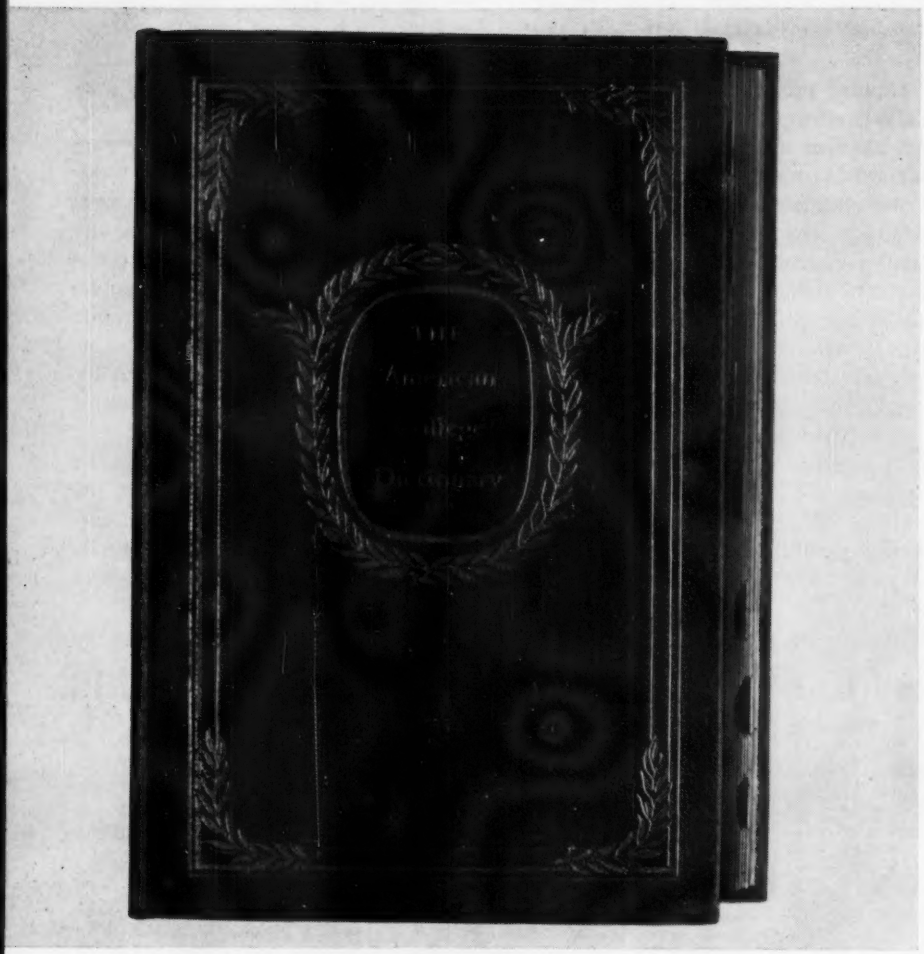

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tirely of audio-visual aids with tape recordings.

Training programs should be kept as nearly uniform as possible. Additions and changes should be so infrequent that it is easy to inform all employees of the additional information which is added to the course. An advanced training course requires more thought than an initial training program. It should be truly advanced. It is better to present material over the heads of employees rather than have them waste time listening to something they know.

Discussion of individual opinions is not considered as training. If your organization has a junior board to make policy, it may engage in discussion, but training should be positive with definite rules set down. Even though some decisions are based on judgment, training time should not provide opportunity to discuss more than one correct way of doing something.

Closely related to advanced training is internal public relations. The training office should be in close contact with the public relations department, and any employee boards involved in decision-making. Employees are the first public to be considered in planning public relations programs. They should be informed first and given an opportunity to express opinions which might result in improvements.

All advanced training should give the employee the feeling he is part of the organization. If research is being carried on which will result in methods changes, employees should know about

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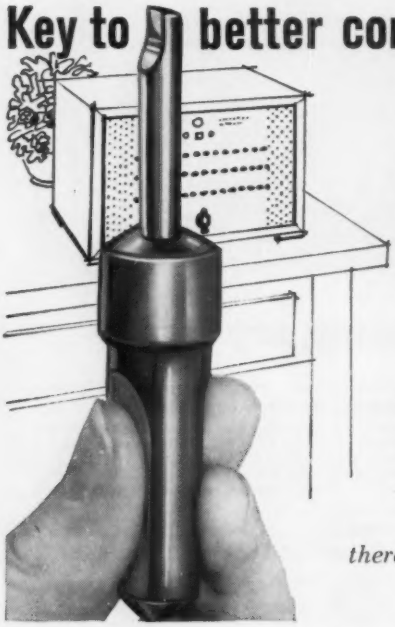

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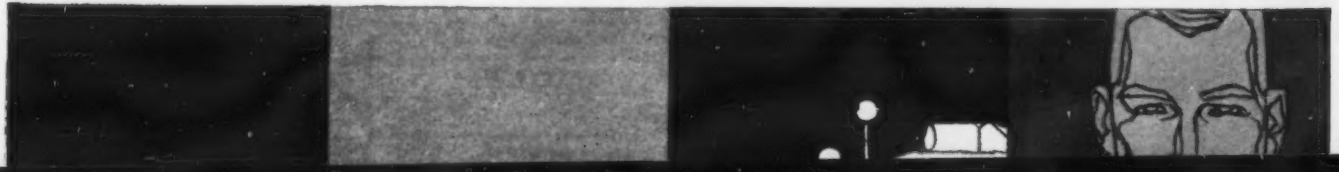

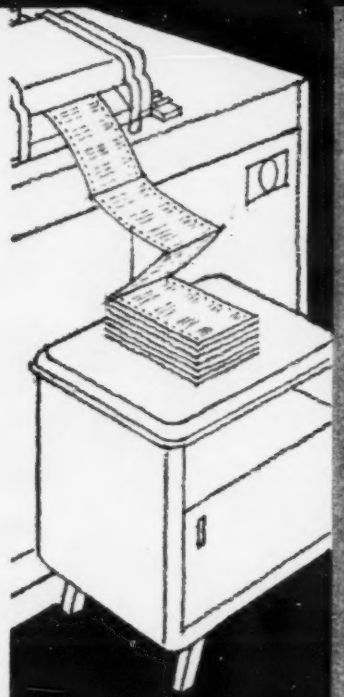

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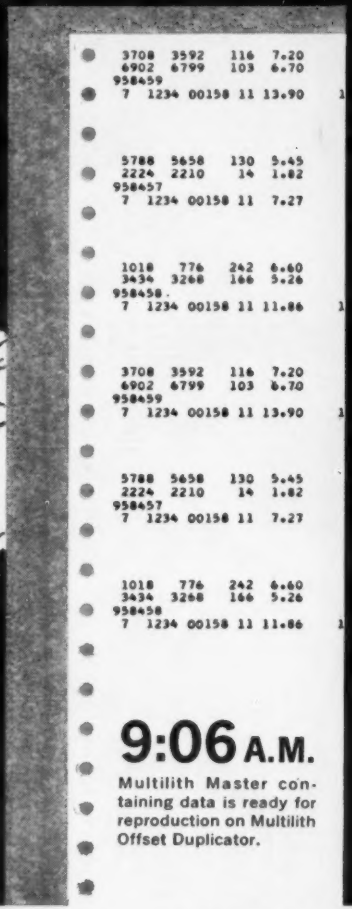

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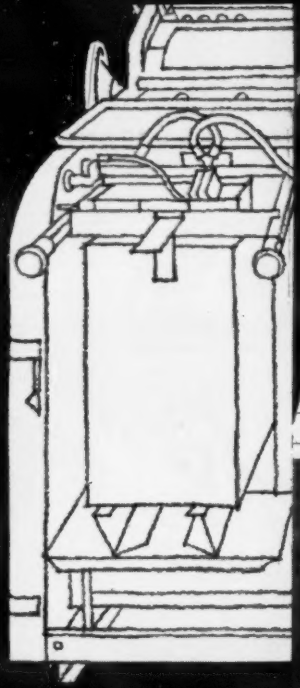

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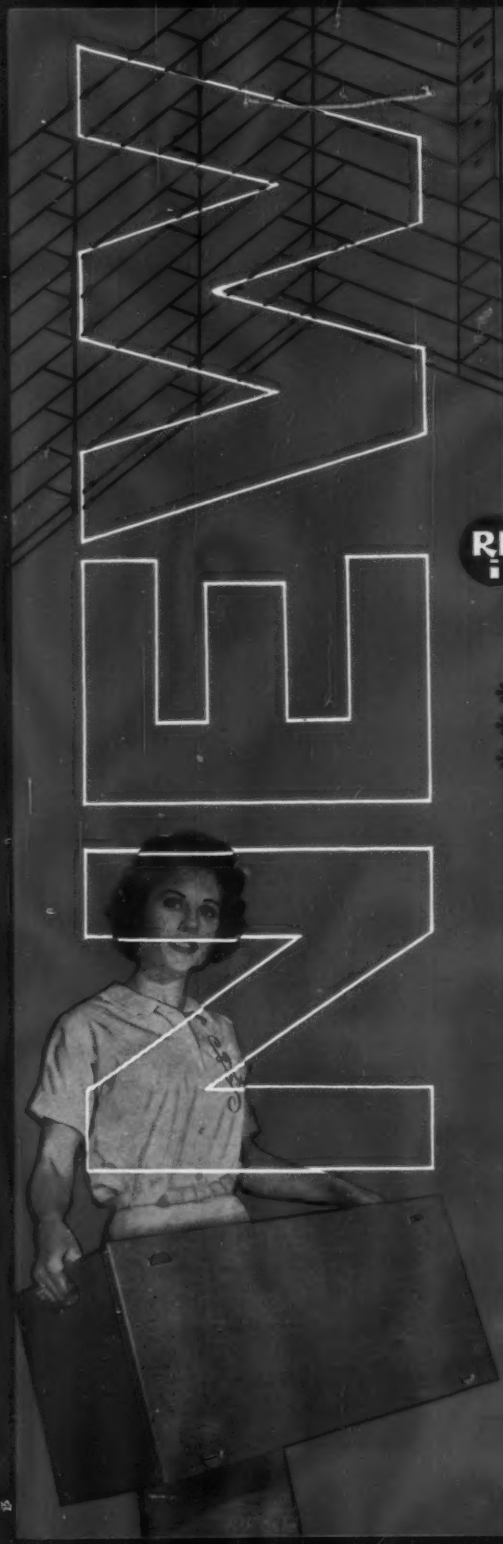

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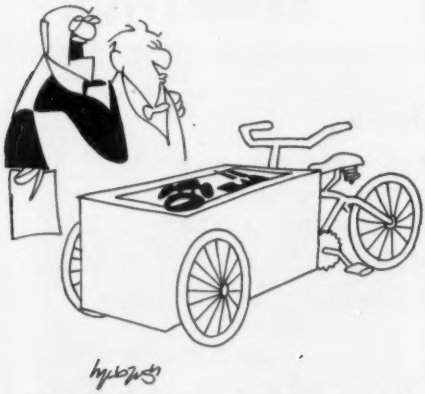
this while it is still new. Any information which will be of interest to employees, such as scientific advances, new inventions, and well known persons served by the organization, should be passed on to the employees through either the training program, employee magazine, bulletin boards or other method of communication.

Theorizing in regard to training is a waste of time. Announcements of personnel policies which won't be adhered to exactly can do more harm than good. Training which employees consider a waste of time causes them to wonder if they are considered less intelligent than they really are. Training should definitely bring obvious improvements. If it does not, changes in the type of training are indicated.

The best source of suggestions as to what training is needed is the employee. Supervisors should be asked to make suggestions and they, in turn, should solicit ideas from those they supervise. Good training will increase job satisfaction and improve human relations within your organization.



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How to Teach Executives To Interview

ROBERT HOPPOCK, Professor of Education, New York University

EVERY EXECUTIVE has frequent informal as well as formal interviews—with superiors, subordinates and colleagues, customers, salesmen and suppliers, job applicants, shop stewards and grievance committees, lawyers, engineers, accountants and even tax collectors. He has appraisal interviews and counseling interviews, disciplinary interviews and exit interviews, work assignment interviews, interviews to get information and to give it, and interviews in which he hopes to persuade others to do what he wants them to do.

Many companies try to teach their present and future executives how to interview. The training usually includes role playing or practice interviewing. One member of the group interviews another while the remainder of the group observes the interview. The instructor then delivers a critique of the interview with suggestions for improvement.

Frequently the class is invited to participate in the critique. Sometimes the class responds and a lively discussion ensues. Sometimes the class has

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little to say. Why? Is this good or bad? What can be done to improve it?

When the teacher assumes responsibility, most classes will let him have it. Most students participate actively only when they are given something specific to do. Executives have many other problems to think about. If they are merely invited to observe an interview, they may find their minds drifting off to problems that are more pressing.

There are advantages and disadvantages of the teacher carrying most of the load. He knows more than the class and he has more to give, but what he gives will do them no good unless they take it. The best critique in the world is of no help to the student who is not listening to it. Attention often can be improved and learning increased by

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giving students a more active part in the learning process. Role playing provides such participation, but it leaves the audience idle.

More active participation can be achieved by assigning each member of the audience responsibility for a different part of the critique, and rotating the assignments. The critiques by amateurs may lack the sophistication of the leader, who may wish to challenge or supplement some of them, but they bring a quality of reality to what sometimes becomes a theoretical discussion. And they focus the attention of the audience on the interview, instead of on some other problem that is competing for their attention.

At New York University we have developed a set of Assignments for Observers of Interviews which we use in training professional counselors. When we role play an interview in our course in occupations, each observer is given one of these assignments. The assignment directs his attention to a specific aspect of the interview, to one or more of the things that sometimes make the difference between an interview that gets results and one that fails.

At the conclusion of the practice interview, each observer contributes his observations to the discussion. Most students are conscientious enough to do a job specifically assigned to them when they know that the class is depending on them to do it. Active audience participation is the usual result. The students pay more attention to the interview and to the subsequent discussion. With better attention and more participation they learn more.

When the next interview starts, each

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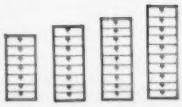

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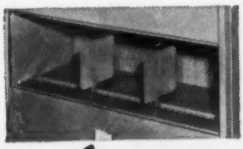

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observer gets a new assignment. As assignments are rotated, each person has his own attention concentrated on another important aspect of interviewing. The assignments thus serve as a simple "textbook" of interviewing and a check list which anyone may use to appraise his own interviewing technique.

ASSIGNMENTS FOR OBSERVERS OF INTERVIEWS

1. How did the interviewer open the interview? How did he close it? What effect did his action at these points have on the other person?

2. Did the interviewer structure the interview? Did he set any limits on what the other person might say or do?

3. Was the interviewer flexible in changing his plans and behavior as the situation changed?

4. Were these two persons trying to help each other, or were they opposing each other? Was either of them maneuvering for a favorable position?

5. Was either of them on the defensive? Did either one try to put the other on the defensive?

6. Did either one try to hold off the other, keep him at a distance, set up a barrier between them?

7. What kind of relationship did the interviewer try to establish? Did the relationship improve or deteriorate during the interview? Did the atmosphere change at any point? Did it become more or less comfortable or strained? Why?

8. What feelings could you detect in either person? What feelings were expressed in words, tone of voice, facial expression, physical actions, or any other way?

9. Did each express himself freely? Did he seem to feel free to do so? Was he afraid to do so? Would you have felt free to express yourself in this interview? Why? Why not? Did the interviewer interrupt or cut off the other person at any time? Was this desirable or not?

10. How often did the interviewer direct the course of the conversation? How often did he follow the lead of the other person? Count the responses that fall in each of these two categories. Ignore the responses which you cannot put in either category. Would you have been more or less directive?

11. Did the interviewer really listen? Did he try to understand what the other person said, and how the other person felt? Was he impatiently waiting for the other person to stop talking so he could express himself?

12. Did the interviewer express himself clearly? Did he use words that the other person might not understand? If so, was this necessary? Did he explain them? Did the other person comprehend what the interviewer said?

13. Who did most of the talking? Try to keep an approximate record of the number of seconds and minutes that each one speaks. Would you have talked more, or less?

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EMERGENCY DISPUTES: A NATIONAL LABOR POLICY PROBLEM. Industrial Relations Counselors, Inc., 1270 Avenue of the Americas, New York 20, 41 pp., $1.50.

Attempts to clarify some basic problems in establishing a national labor policy, centering on emergency disputes. Defines emergency disputes and presents a policy for dealing with them as a series of alternate proposals, including compulsory arbitration and government seizure.

THE PROCESS OF MANAGEMENT: CONCEPTS, BEHAVIOR, PRACTICE by William H. Newman & Charles E. Summer Jr. Prentice-Hall, Inc., Englewood Cliffs, N. J., 675 pp., $10.60.

This basic introductory text is a helpful reference work for case problems and discussions of management processes, and is valuable for managers of trainee programs and executives who want help in solving problems in management. Achieves a balance between theory and case practice by stressing decision-making, and translating planning and organization into production.

FITTING YOURSELF FOR BUSINESS by Elizabeth Gregg McGibbon. McGraw-Hill Book Co., 330 W. 42nd St., New York 36, 403 pp., $5.50.

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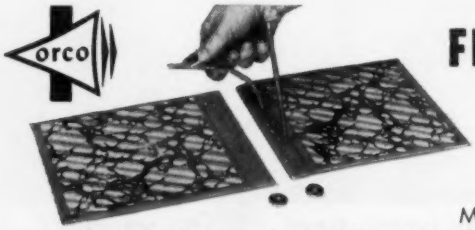

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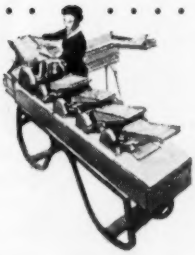

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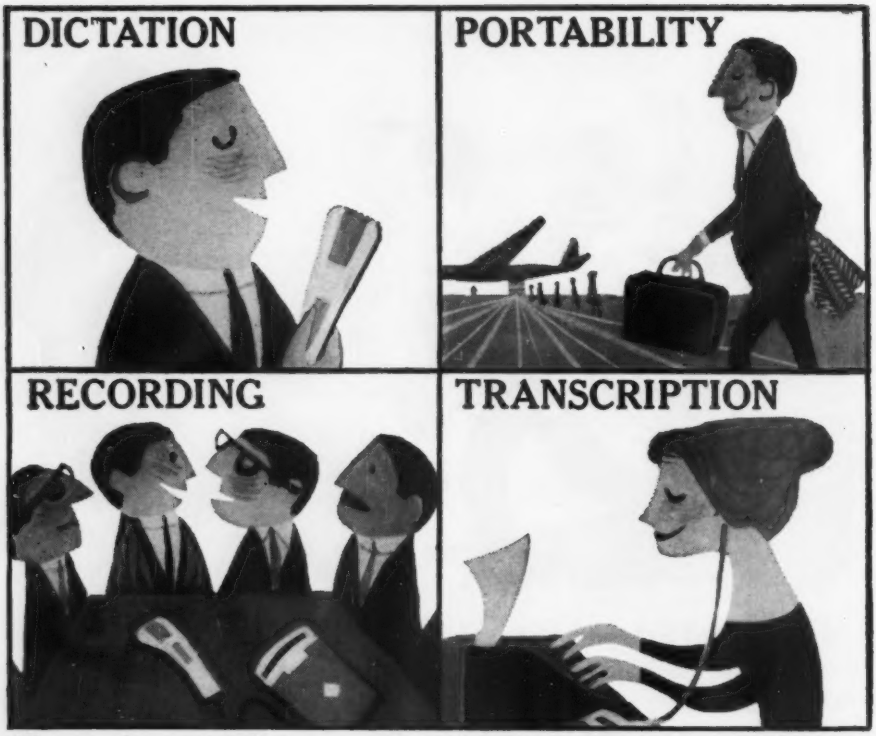

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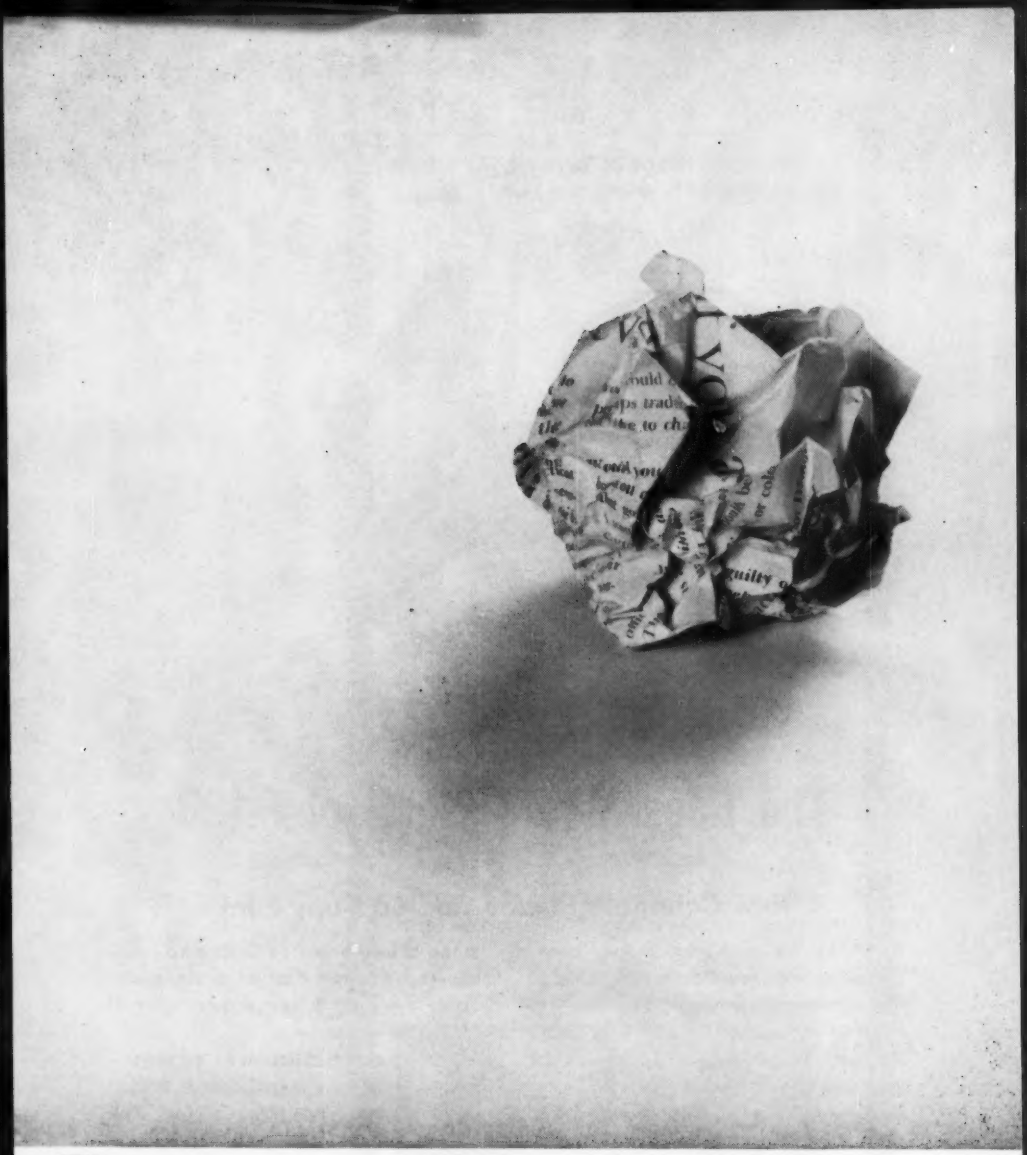

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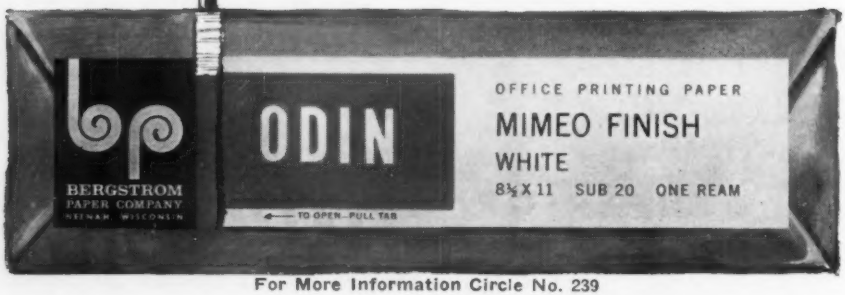

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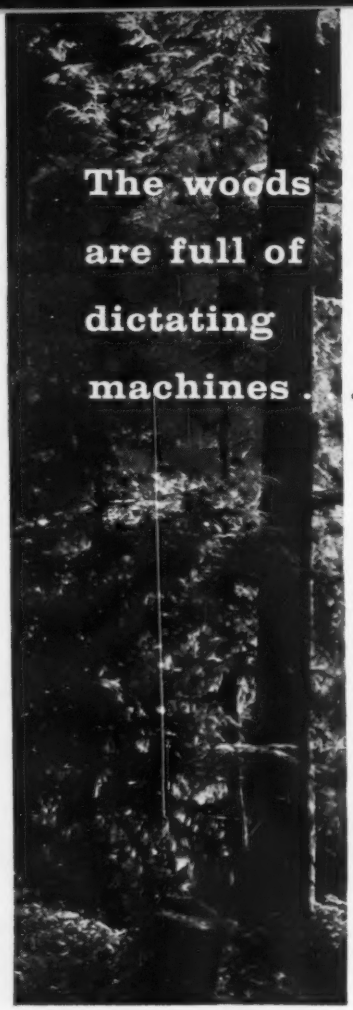

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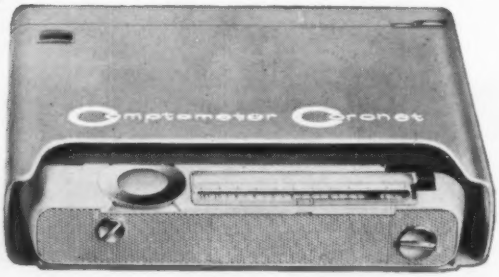

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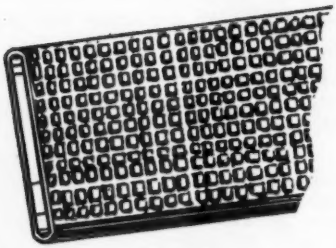

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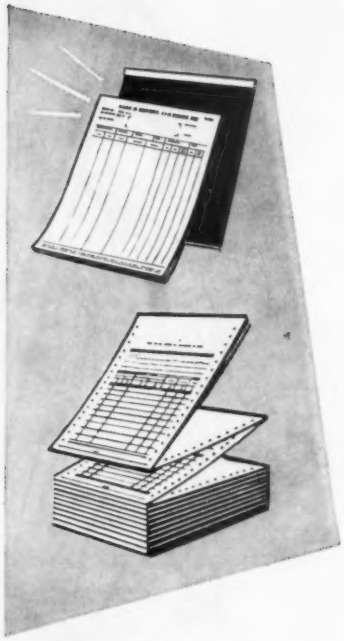

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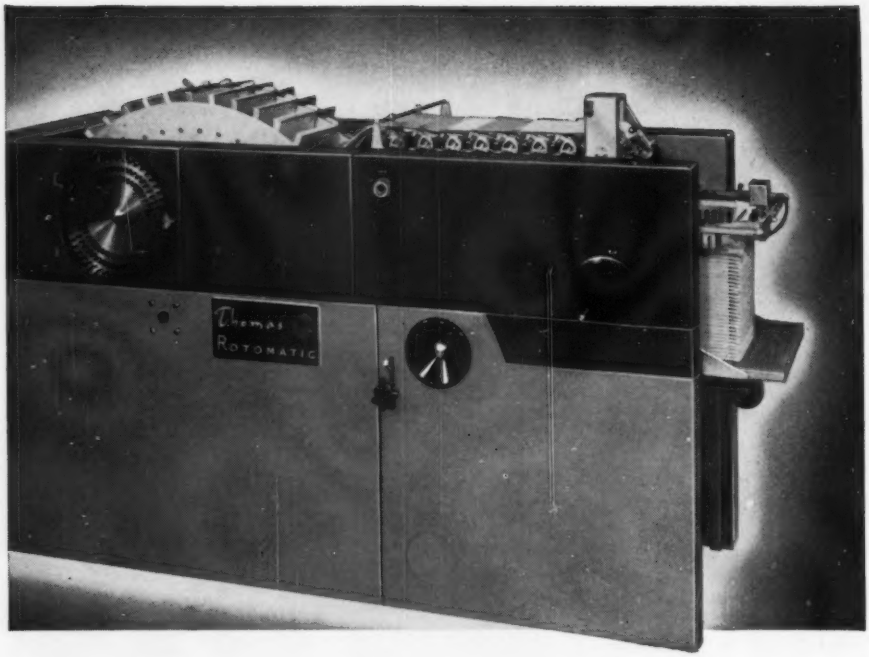

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No empty claim! 94 recent installations prove it over and over again! Manhours saved, overtime eliminated pay the way for Thomas' new Rotomatic. This, together with other performance-proved facts, turns the assembling of duplicated sheets into sets from a time-eater to a profitable worksaver. In versatility, speed, accuracy and compactness, none can compare. You're your own best judge — write for more information.

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- Exclusive pushbutton programmer permits different collating jobs to be run at the same time.
- Loads in less than 7 minutes . . . no vacuum systems or fans to adjust, no need to compensate for weights or finishes of stock.
- Handles sheet sizes from 7¼" x 8" to 11" x 14" in almost every weight and finish. Foolproof miss and double detector stops machine instantly, preventing errors in finished sets.

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For More Information Circle No. 252

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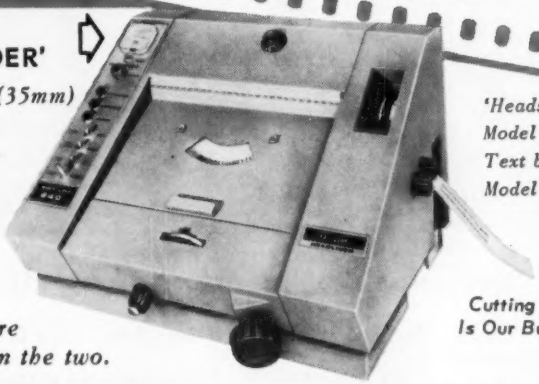
model 840

NOW COMPOSES IN TRIPLE LINES *Centered, Flushed or Justified* ...simply by DIALING!

... featuring
The **'EXPOSURMINDER'**

Both paper and film (35mm) can be used in this machine. The 'Exposurminder' permits changes from one to the other with a minimal of adjustment despite the difference in exposure requirements between the two.



'Heads' by Model 840, Text by Model 610.

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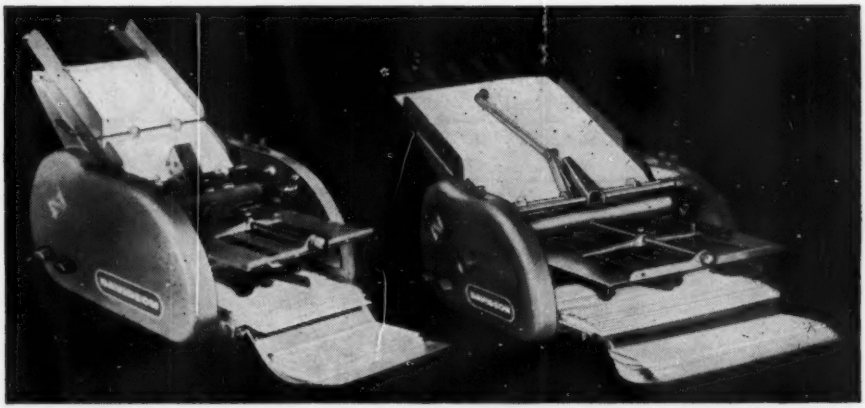

One of these two compact, smartly styled EMBEE FOLDERS is designed to meet your needs.

See for yourself how an EMBEE FOLDER saves time, space, money!

Next time you have a big folding job, try out a compact, handsome EMBEE FOLDER. In that way you can see for yourself the greater speed, efficiency and cost-cutting economy of EMBEE FOLDERS.

One EMBEE FOLDER can actually do the work of more than 14 people when it comes to folding. It will handle 12,000 8½" x 11" sheets an hour! And with simple attachments, your EMBEE can slit, score or perforate...*while it folds*. Speed is variable, feed is automatic, folded sheets are neatly stacked for you. Choose any fold you want...the EMBEE gives you four basic ones with infinite variations.

EMBEE FOLDERS pay for themselves many times over in time and money saved. Call us today. Let us demonstrate EMBEE efficiency. Consult the "Yellow Pages" for our office nearest you or return the coupon.

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Please have representative contact me to arrange a free demonstration of the EMBEE FOLDER.

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from the Dupli-Mail T.M. *line of addressing labels*

Here's one masterpiece that gathers no dust. Companies everywhere keep Dupli-Snap labels busy speeding their mailings efficiently. No special equipment needed, and you get up to six copies of your mailing list with a single typing.

Dupli-Snap labels are the carbon-interleaved member of the "Dupli-Mail" line . . . a growing family of gummed addressing labels designed to meet every modern requirement at low cost.

Remember, labels are the key to economy and efficiency in mailings. Find out what the "Dupli-Mail" label system can do for your firm. See your stationer today, or write to Eureka for samples.

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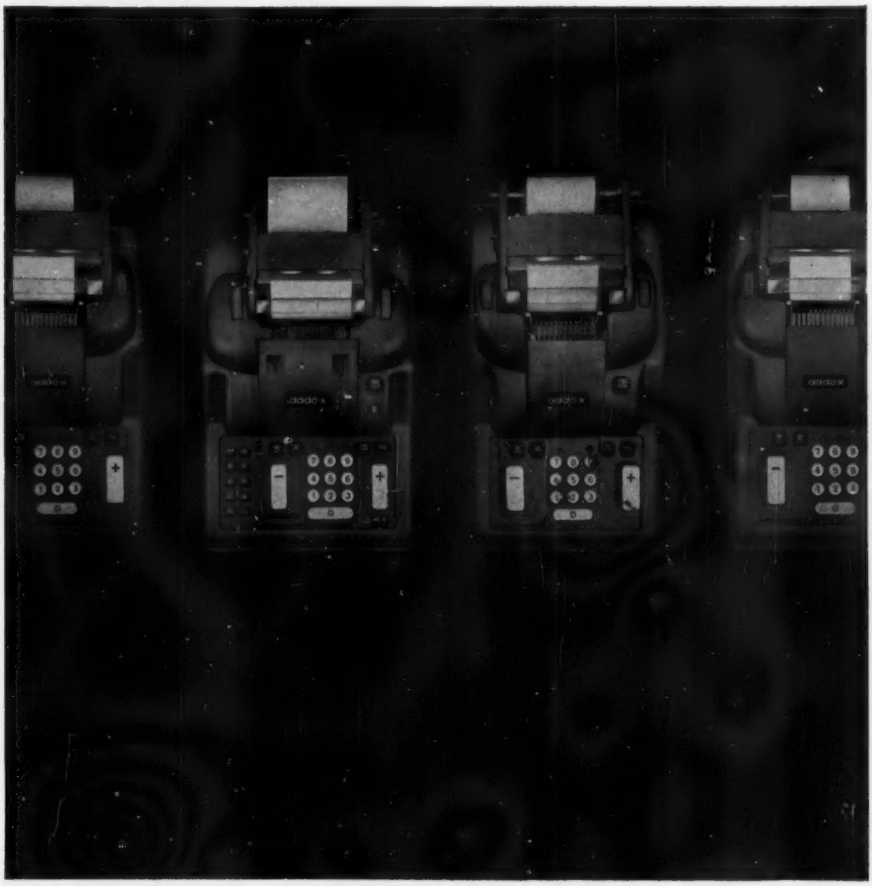
For More Information Circle No. 267

demonstrated: *versatility, reliability and performance. That's what "addo-x" offers in adding machines, automatic multipliers, printing calculators, shuttle carriage, bookkeeping and special purpose machines. We'll demonstrate to you too, that "addo-x" has the machine to suit both your budget and your requirements—no obligation to you, of course. See your dealer or write: "addo-x inc", 300 Park Ave, NY 22, NY—Pl 5-5420*



addo-x [—pronounced: add-oh-ex—]

For More Information Circle No. 237

You can depend on modern communications to safeguard your travels . . . just as you can always depend on Nekoosa Communication Papers to facilitate your daily business transactions. Nekoosa Communication Papers lie flat, never curl or wrinkle . . . assuring fast, trouble-free runs on today's high-speed presses and office equipment.

Streamline your office communication . . . use

Nekoosa COMMUNICATION papers

Nekoosa Bond • Nekoosa Mimeo • Nekoosa Ledger • Nekoosa Duplicator • Nekoosa Manifold • Nekoosa Offset
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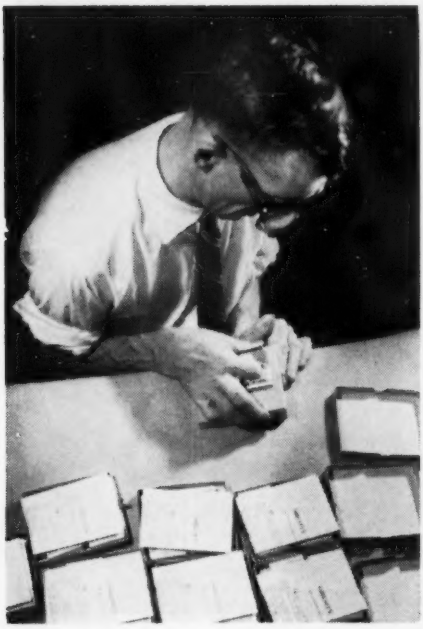
NEKOOSA-EDWARDS PAPER COMPANY • Port Edwards, Wisconsin
MILLS AT PORT EDWARDS AND NEKOOSA, WISCONSIN, AND POTSDAM, NEW YORK

For More Information Circle No. 228

One of the most remarkable and worthwhile training grounds for office employees is the Federation of the Handicapped, New York, which runs a commercial lettershop. Here, the handicapped are taught to use equipment for microfilming, duplicating, tying, typing, adding and addressing. At left, Richard Gillan, disabled by polio since childhood, teaches a handicapped girl to operate an electric typewriter. Although she spent her first ten years in a hospital, this girl now is a fully trained secretary, wife and mother.

Camera!



Although this man is severely crippled by cerebral palsy, he has proved to be a first rate assembler and packager at the Federation's lettershop.

This girl has arrested tuberculosis, but it doesn't prevent her from working a full day in the shop's duplicating department. (See following pages.)

Handless girl is the fastest assembler and inserter in the lettershop of the Federation of the Handicapped.

Antonio became the most rapid typist that the lettershop ever had, despite the fact that he was only three feet high and used a special chair.

Training the Handicapped as Office Workers

Switchboard operation is easy for this man, although his hands are painfully arthritic. He has trained many other handicapped people to operate switchboards.

This man was retrained as a bookkeeper, in spite of Parkinson's disease. He operates an adding machine with his one good hand.

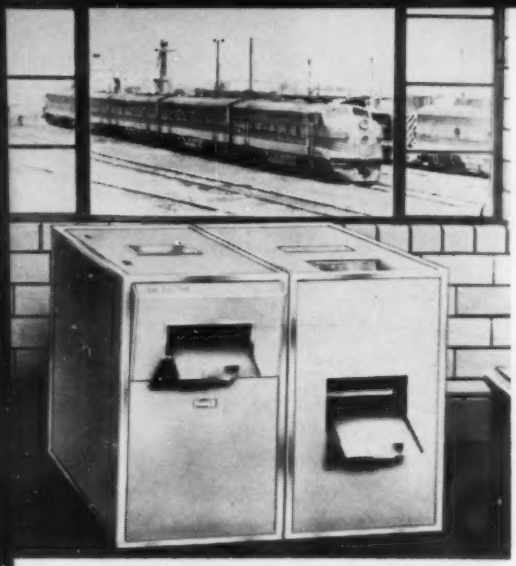
Wearing leg braces and using crutches, this young lady was trained to the point where her productivity enabled her to get a good job in a Wall Street office.

Gardner Macy has headed the commercial lettershop for 15 years. He props one hand with the other to lift a sheet of paper from his file basket and has wholly crippled legs, yet is an efficient executive.

One of the fastest workers in the commercial lettershop of the Federation of the Handicapped is now in his sixties and has used crutches all his life.

Head bookkeeper and payroll clerk of the Federation uses the telephone and operates an adding machine with efficiency, in spite of a disabling condition which began with polio in childhood.

Railroad's Data Transmission System

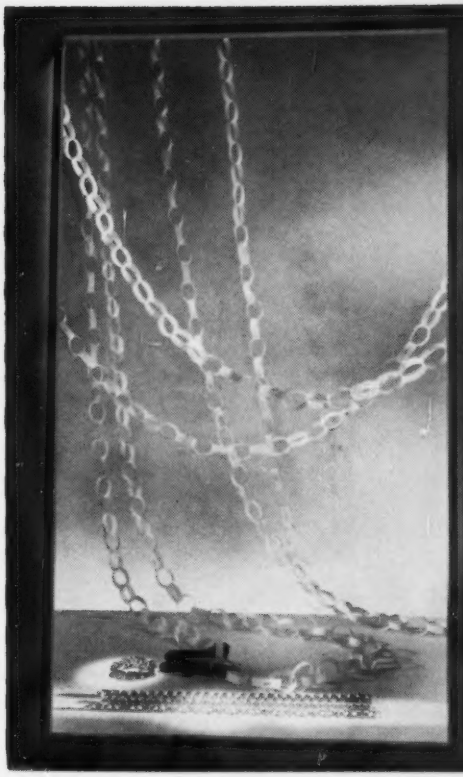


A fast transmission and reproduction system has been developed for the Denver & Rio Grande Western Railroad to speed freight information. Shown above at the Denver Yards, an A. B. Dick Videograph transmission unit (right) scans waybills and sends information to one or all of seven printing units (left), located at key points, which make facsimile copies. Each Videograph pair sends and prints ten waybill copies per minute.

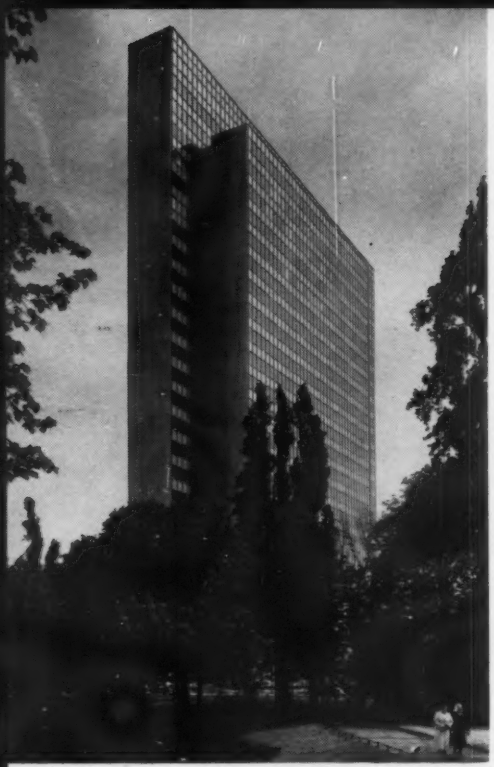
Mines Mountain microwave repeater station at 12,470 ft. is part of the railroad's information transmission system.

D&RGW officials H. W. Bushacher, director of data processing (left), A. M. Rivero, manager of computer operations (right), and T. L. Hutton, systems analyst, inspect Datafile of Burroughs 220 data processing system, which contains current information on thousands of freight cars, enabling the railroad to locate any car in less than one minute.

This simple display window attracted much attention at Tiffany & Co., Fifth Avenue, New York. As the focal point, a Bostitch B8R stapler (retailing at $3.30) shared the spotlight with three Tiffany gold necklaces costing $985. The unique window, created by Tiffany's display director Gene Moore, utilized stapled chains of paper links to suggest the design of the necklaces.



A perfectly legal safecracking job is demonstrated by Adam Hager, Mosler Safe Co. expert, who showed Gary, Ind., merchants and police how easy it is to open many safes. This one he punched through in less than a minute. The demonstration was part of a store security clinic, the first in a series to be held by Mosler throughout the country.

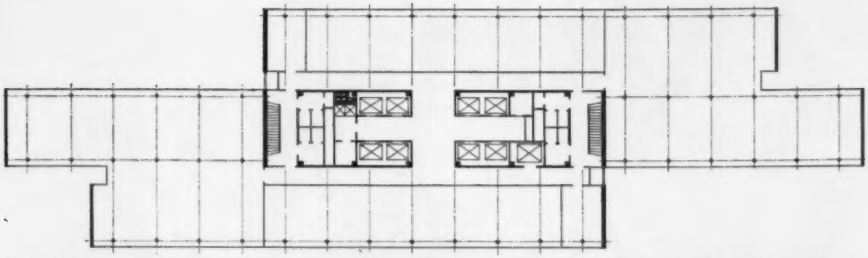


The new 26-story office building of Phoenix-Rheinrohr AG in Dusseldorf, West Germany, has been called one of the most monumental in Europe.

Steel Featured In New German Skyscraper

Nearly 1200 office employees from seven different plants of Phoenix-Rheinrohr AG in the Rhine and Ruhr areas of West Germany work in the 26-story office building in Dusseldorf. This new central office building was planned according to American standards by U. S. management consultants. Its height is very tall by German standards. All departments and representatives of employees contributed

Floors and ceilings provide unlimited electrical outlets for machines installed throughout the building.



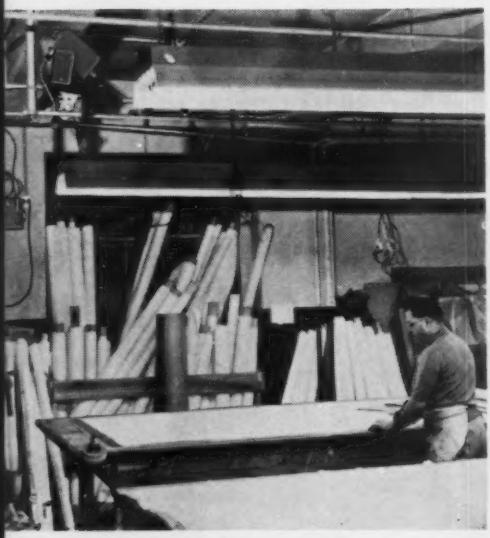
Typical floorplan shows practicality of design, with service core at the center of the central tower, offices at either end, and more offices in two counter-balanced wings.

to the final layout. The theory of many private offices versus open areas was debated. While the open area has gained favor in American offices, it is still unusual in Europe on a large scale, so Phoenix-Rheinrohr decided to keep private offices for many of its supervisors and executives. Approximately 83 sq. ft. per person is average for the building. Movable partitions are used extensively. Floors provide additional electrical outlets as machines are added throughout the building. Although not as widely used in Europe as here, steel office furniture is utilized in this building since the company is one of the largest steel manufacturers in Europe. Suspended and open-shelf systems are found in central filing, but even this huge building is not able to hold all its files and records. Outside records centers in less populated areas are used, and microfilming has been adopted.

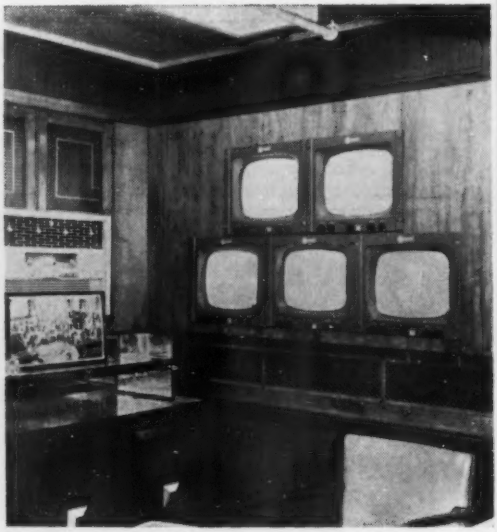
The only windows on either end are those which light the recessed hallways, while the sides are almost entirely glass. The building consists of a 26-story central tower with offices at each end of the service core, and 23-story wings on each side. Offices occupy 23 floors and the top three floors of the tower house mechanical equipment. Teletype facilities occupy the second floor; bookkeeping is on the tenth floor; sales and accounting are on the ninth; research is on the 14th; counsel, treasurer and public relations are on the 15th; executive dining room is on the 22nd floor and the employee cafeteria is on the 23rd.

Steel office furniture was used throughout the building, since Phoenix-Rheinrohr is one of the largest steel producers in Europe.

An IBM 1401 at Statistical Tabulating Corp., Chicago, produced an itemized tax statement for each of 234,000 taxpayers in DuPage County, Ill., to show how their tax money is spent.



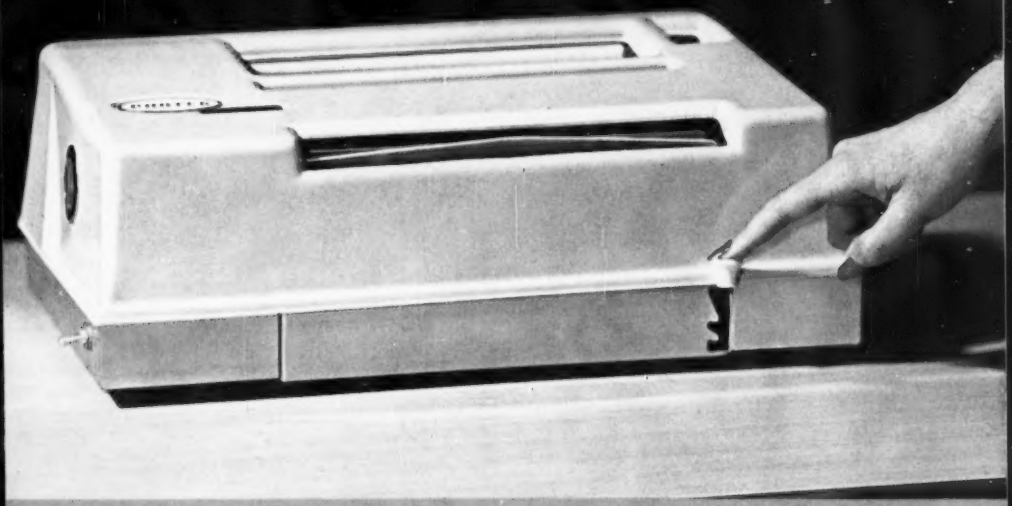
Lou Nierenberg Corp., world's largest manufacturer of synthetic furs, uses five Blonder-Tongue closed circuit television cameras to monitor 87% of its operations. Here camera (top left) monitors one of the work areas.



There are five receivers located in the conference room, where the firm's three partners can hold meetings, talk to buyers, and watch operations on the six floors which the plant occupies.

For More Information Circle No. 401 →

Since when can you buy a $99.50 copier with "push button" control?



since now!

The new Photek "Expediter 10" puts all the clean-handling convenience of higher price photocopiers within easy reach of every office, every department. So easy to operate you scarcely need to lift a finger to put it in action!

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for exciting news of the most automated, economy photocopier in business.
This card brings you a FREE TRIAL at your convenience.
Mail it now!

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BUSINESS REPLY MAIL
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(Is this the most automated $99.50 copier you can buy?)

yes!

The Photek "Expediter 10" is ready for copying at the push of a button

A CINCH TO ACTIVATE!

Plug it in . . . press the button . . . and the Expediter 10 is ready to roll. There's no mixing, measuring or messing with developers **at any time.** A flick of the finger secures the machine 'til you're ready to use it again.

A FAST, VERSATILE WORKER!

The Expediter 10 keeps copies moving . . . ends "paper jams" at copying centers. Anyone can use it to copy anything anywhere! You get perfect, permanent copies of letters, memos, reports, **anything** typed, penned, penciled, stamped or drawn in any color.

PORTABLE AS A POCKET!

Pick it up, walk it to whoever needs it next . . . take it home for overnight or weekend work . . . give it to a girl for inter-departmental delivery. The compact Expediter 10 travels light and easy . . . plugs into any wall or floor outlet.

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As easy on the eyes as it is on your pocketbook. The smart styling and handsome appearance of the Expediter 10 make it a welcome addition to any office decor. Color-compatible plastic case and durable metal base make it easy to maintain, too.

SEE IT IN ACTION . . . MAIL THIS CARD NOW!

We want a closer look at the Expediter 10!

☐ Please contact us to arrange a FREE DEMONSTRATION at our convenience without further obligation.

☐ Please send us additional information on the Expediter 10.

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If it's worth repeating, repeat it with PHOTEK

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Thermocopy Paper
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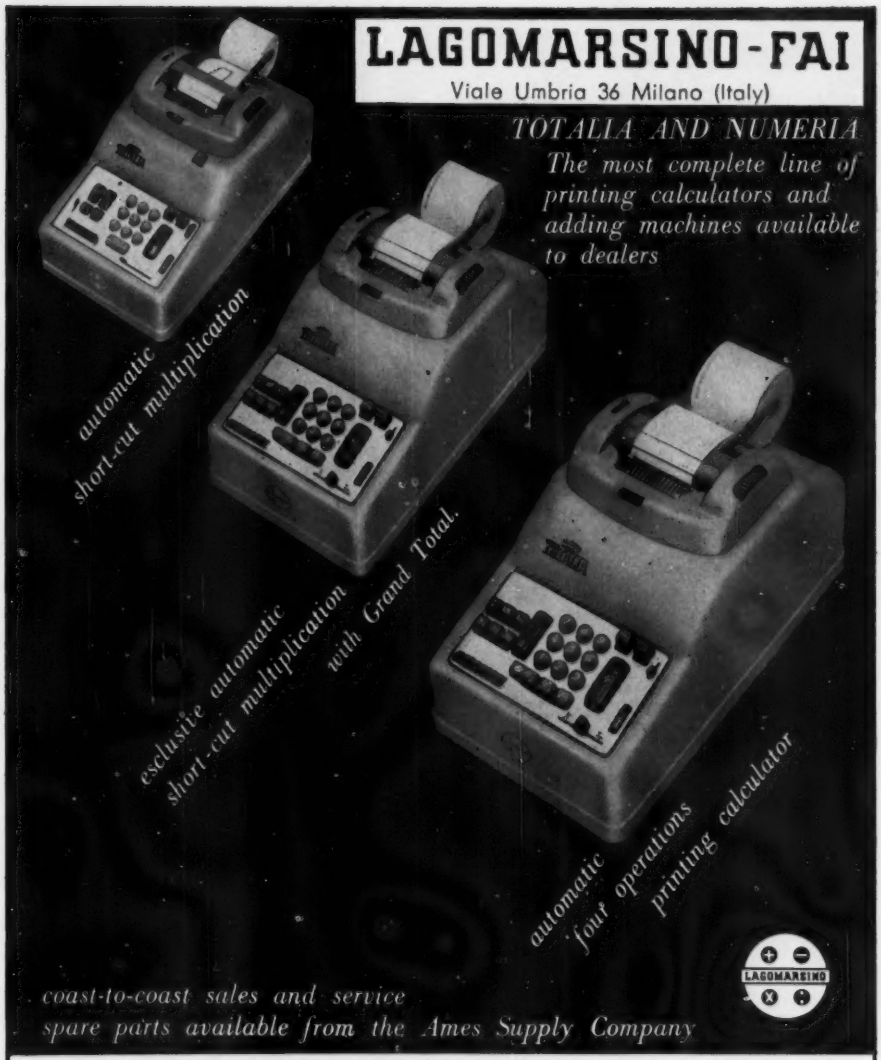

Distributing Centers in U.S.A.
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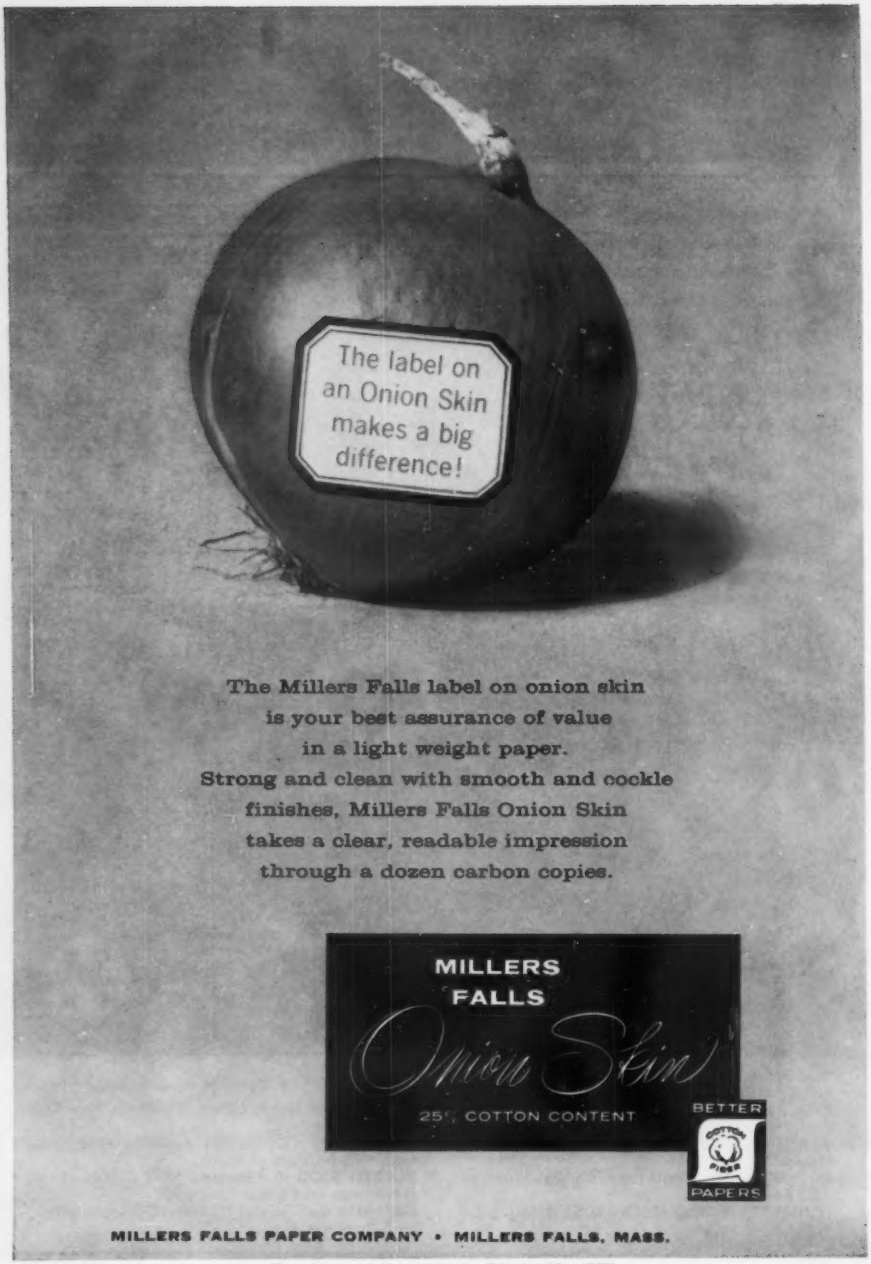
CHICAGO, Import Office Machine Co., 7444 N. Harlem Ave.
SAN FRANCISCO, Northwest Lagomarsino, 639 Howard St.
LOS ANGELES, Wholesale Business Machines, 7515 Beverly Blvd.
HOUSTON, Adding Machines Distributing Co., 2201 Caroline St.
DALLAS, Wholesale Office Machines Co., 2000 North Lamar St.
LOUISVILLE, KY., Import Business Machines Co., 1503 Bardstown Road.
PUERTO RICO distributor: SAN JUAN, Real Hermanos Inc., Calle Tanca 250
CANADA distributor: TORONTO, Nauta Bros., 3615 Danforth Ave.

For More Information Circle No. 241

←For More Information Circle No. 401



For More Information Circle No. 227

Good News for Management: Controller Becomes a Reporter

JOHN R. RECNY, Controller, Davey Compressor Co., Kent, Ohio

WHAT CAN MANAGEMENT expect of the controller in the area of furnishing essential reports? The controller is not a policy-maker in such an area as percentage of allowable sales expense. What may seem like excessive expense may be justified by management's long-range objectives. But it is the controller's responsibility to provide the type of reports which permit management to intelligently exercise its judgment. In this function the controller should be "creative."

Policy-making management cannot be expected to be "experts" in judging what is possible and practical in data processing. This is the specialty of the controller. In a sense, he should be a "news editor." He has at his command all the sources of "news" and knows how to reduce a mass of data to quickly understandable reports.

Just as a news editor uses the trial-and-error method to please and serve his readers, so should the controller in carrying out his reporting responsibilities to management. Nor should he wait to be asked by management. He should show initiative and, by the reaction of management, decide whether to eliminate a reporting service or extend it to more expansive form.

My analogy of comparing accounting to journalism may be inspired by a flash report we place on management desks each morning. It shows our cash position as of the close of the day before. It also gives a beginning balance on accounts receivables with billings, collections and the new balance. Similarly an accounts payable report shows the beginning balance: invoices vouchered and paid, with an ending balance.

Backlog is also reported with orders received and cancelled, less billings of the day—resulting in current backlog. Likewise, purchase commitments are analyzed: purchase orders released, cancellations and purchase orders filled. The result, of course, is a current purchase commitment.

This is all confined to an 8½″ by 11″ sheet. This "Davey Compressor Morning Gazette" is an illustration of what we mean by initiative in the controller's office. Our management did not ask for this report; they cannot be expected to realize such a daily report is feasible. One thing we do know: it is popular with Davey management. If it is a half-hour late, our phones begin to ring.

A professional friend ribs me that

DAVEY COMPRESSOR COMPANY
DAILY OPERATING REPORT - AT _____

BANK ACCOUNTS		BEGINNING	DEPOSITS	DISBURSEMENTS	ENDING BALANCE
First National Bank of Akron	General				
The City Bank	General				
Kent National Bank	Office Payroll				
Kent National	Plant Payroll				
TOTALS					

ACCOUNTS RECEIVABLE			ACCOUNTS PAYABLE		
	TODAY	MONTH		TODAY	MONTH
Beginning Balance			Beginning Balance		
Trade Billings			Invoices Vouchered		
TOTAL			TOTAL		
Trade Rec. Collect			Vouchers Paid		
ENDING BALANCE			ENDING BALANCE		
Discounts Allowed			Cash Discounts Earned		
Beginning Backlog of Orders C/G			Beginning Purch. Commit.		
Orders Received			Purchase Orders Released		
Orders Cancelled			Cancellations		
Less: Billings			Purchase Orders Filled		
Current Backlog of Orders C/G			Current Purchase Commit.		

REMARKS:

Form 0-140

The controller's daily report which has proved to be of great value to the management of Davey Compressor Co.

controllers make much of what is essentially simple. He says that all we have to do is be sure, we take in more than we spend; put some away for fixed expenses and to replace equipment when it wears out. I tell him that one day we'll trade jobs. He can sit in my office and I'll try my hand at surgery!

Actually, of course, he is touching on a fundamental. The principles of accounting have not changed in years. What has changed is the complexity of operations; the need of management for up-to-the-minute data to keep abreast of this complexity.

Our company is a case in point. We manufacture and market a line of compressors in a wide variety of sizes, models and capacities. In addition, we market drill rigs for water well drilling, coal work, quarrying, etc. We also produce mobile machine shops designed to customer needs. Some of our products are shelf items but much of our manufacturing is special order or adaptation of regular models. The overall result is an impressive line of products.

It is the controller's job to reduce the mass of transactions that constitute this complexity to "headline" reports . . . with the additional ability to furnish more detail—if what management reads causes concern. This requires systems. During my career I have been associated with several sophisticated data processing systems. Given the same problems of volume and complexity which demanded such systems, I would want the same facilities. But these were not for medium-sized operations. They were too costly and required manpower skilled beyond the ability of our size of organization.

This need not deter the controller of a modest sized organization from furnishing management with essential guides. There is office equipment to fit any sized operation. We use several, simple (yet accurate and fast) systems which permit us to do an adequate job of reporting. They even permit us to be creative and offer new services for management's consideration. I will briefly explain one as an illustration.

Let's select payables for a couple of reasons: (1) our application is interesting and indicative of several others we use; (2) payables is frequently treated as an "orphan." Too often it is thought all that is necessary is not to miss discounts and meet invoices with reasonable promptness. Actually, payables

The tabulating punch prints, accumulates and summarizes while it punches values into cards. It will also automatically read, print, tabulate and summarize marginally sorted cards.

Sorting records in preparation for the tabulation of an administrative report.

are the heart of expense control. Not only do they affect inventory; they can adversely influence production by imbalance of inventory and minimize the efficiency of working capital.

We use a General Records Poster manufactured by Royal McBee. In one writing we post to the invoice register, the remittance statement of the voucher check and a Keysort card, later used for expense distribution.

We accumulatively create a remittance statement as invoices are received, and are ready to complete the check and mail it to the vendor when payment is due. The voucher check-remittance statement is furnished in triplicate. The second copy is filed by check number in the check register binder. The triplicate is filed with paid invoices by vendor. We average 50 invoice registers monthly, with each register bearing 36 postings.

Keysort cards for expense distribution are marginally grooved for date and page number, and by expense account number. Too many expense reports carry accounts too broad in coverage. For instance travel, in which all such expense is lumped under one account—instead of being detailed by sales, administration, production, promotion, etc. The marginal sorting ability of our expense distribution cards allows simple setting up of additional accounts. The additional accounts do not add to processing time.

A tabulating punch, operated by a simple ten-key keyboard, internally punches values (dollars), prints the detail on a tape, accumulates and summarizes at will. Later, when the cards are marginally sorted to accounts, the punch automatically reads the values; again prints detail, accumulates and summarizes. The punch rents for $85 a month.

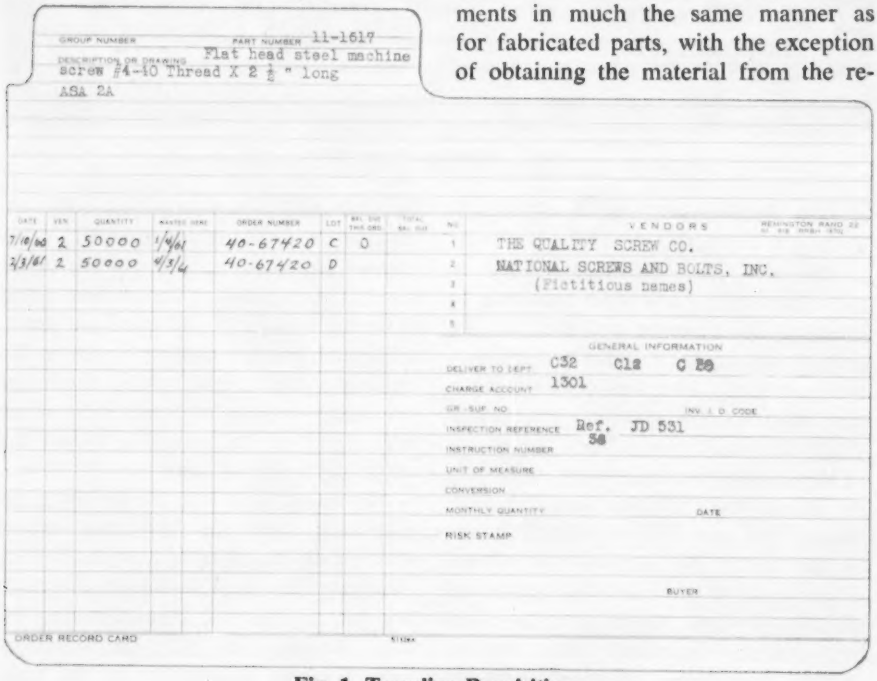
We have several other contributing systems which make our "daily paper," and other significant management reports, possible. In essence our receivables are handled as above, with sales analysis as a by-product.

Sales managers do not wait for management to suggest new markets or new products. Sales management tells top management what it thinks the company should do. The sales manager doesn't always win his case, but he functions as the nature of his job demands. The controller should anticipate what reports management needs. What it does with those reports is the responsibility of management. The means exist for every controller of any sized business to do this job.

Finishing Parts Without Manufacturing Orders

GEORGE CLAYTON FIELD

MANUFACTURING ORDERS in large factories are generally considered indispensable. An economy was achieved in a midwest plant by eliminating manufacturing orders for about 3500 commercial parts. It was customary for the stores department to have the purchasing department issue purchase orders to vendors for screws, nuts, washers and other purchased parts. In addition to procuring these parts, it was necessary to provide an applied finish or heat treatment when the drawings or part specifications called for it. To do this it was necessary to ask the routing department for manufacturing orders. The routing department had to maintain routing cards and hectograph masters to be selected from file upon receipt of order requests. To provide finishes for the parts it was necessary to go through the entire order processing which included marking the hecto masters with lot order numbers, quantities, duplication of copies, scheduling, editing and making out work-in-process tags. The orders were sent to the shop departments in much the same manner as for fabricated parts, with the exception of obtaining the material from the re-


GROUP NUMBER
PART NUMBER 11-1617
DESCRIPTION OR DRAWING Flat head steel machine screw #4-40 Thread X 2 1/2 " long
ASA 2A

DATE	VEN	QUANTITY	MASTER HERE	ORDER NUMBER	LOT	BAL DUE THIS ORD	TOTAL BAL DUE
7/10/60	2	50000	1/4/61	40-67420	C	0	
2/3/61	2	50000	4/3/61	40-67420	D		

NO	VENDORS
1	THE QUALITY SCREW CO.
2	NATIONAL SCREWS AND BOLTS, INC.
3	(Fictitious names)
4	
5	

GENERAL INFORMATION
DELIVER TO DEPT. C32 C12 C 89
CHARGE ACCOUNT 1301
OR SUF. NO. INV. I. D. CODE
INSPECTION REFERENCE Ref. JD 531 58
INSTRUCTION NUMBER
UNIT OF MEASURE
CONVERSION
MONTHLY QUANTITY DATE
RISK STAMP
BUYER
ORDER RECORD CARD

Fig. 1. Traveling Requisition.

PARTS FINISHED OR HEAT TREATED

PAGE NO. 61 PART CLASS 11-

TYPE OF ORDER	DEPT RTG	OP NO.	PART NO.	DRAWING NO. OR DESCRIPTION	FINISH	FORMULA	BBL LOAD LIMITS	SETUP HOURS	MACH. GR. NO.	MEAS'D HRS./M.	REF	STOCK NO. QUANT. I
38	C12	1	11-1617	FL HD STL. 4-40 x 2 1/2	Cad Pl	RD1500-116 A50-286-7	15MA7		81B		#	
38	C16	1	11-1619	Carbo-Nitride A	Harden/ Draw To	A50-113-1F RC35-40		.2	F30A	.00588	S	
	C12	2			Rotary Sand Bl.		25M/load		51A	.000492	B	
		3			Zn Pl	A50-407-3	25000A7		88B		B	
		4			Bake				01	NC		
		5			Wax	A50-322-18	6700/Bskt		29W	.0103	H	
38	C12	1	11-1622	A	Impunise	A50-437	2200/Bskt	.1	251M	.0181	#	
38	C12	1	11-1623	Car. Bolt 3/8-16 x 6"	Zn Pl	A50-407-2	100A17		88SA		H	
39	C12	1	11-1625	A	Zn Pl	RD1500-11 A50-407-2	340A16 1/4		88SA		#	
39	C12	1	11-1626	A	Zn Pl	RD1500-11 A50-407-2	1430B48 1/2		88SA		#	
70	C12	1	11-1627	BD HD 6-32 x 1/4	Ni Pl	A50-53-1A	62MA2		85B		#	811-7248

TO = TAG ORDER REQUIRED TO DRAW PART FROM STOCK AND FINISH. BY M.C. APR M.C. DATE Reissued 7-25-58 G.F. CLASS 4

INST 38 = PURCHASED AND FINISHED ONLY, AFTER RECEIVED MILWAUKEE NEW YORK RD141

Fig. 2. Routing Data Sheet.

ceiving department instead of requisitioning it from the stockroom.

The new plan provided a way to route incoming parts from receiving to finishing departments and then to the proper stockroom, without manufacturing orders. This was done by properly marking the traveling requisition (Fig. 1) which went from the stores to the purchasing department and back, to inform them of the need for purchasing and give them the specifications of the part. As an auxiliary of the ledger card it provided description of the part, vendors' names, stock lot number, quantity required, when wanted and the departments to which it should be delivered when received. By including the finishing departments, in the proper sequence, as well as the stockroom, the purchasing department typed it on the bottom of the purchase order, a copy of which was always sent to the receiving department, giving them the necessary routing information which was typed on the receiving report tag when the material came in.

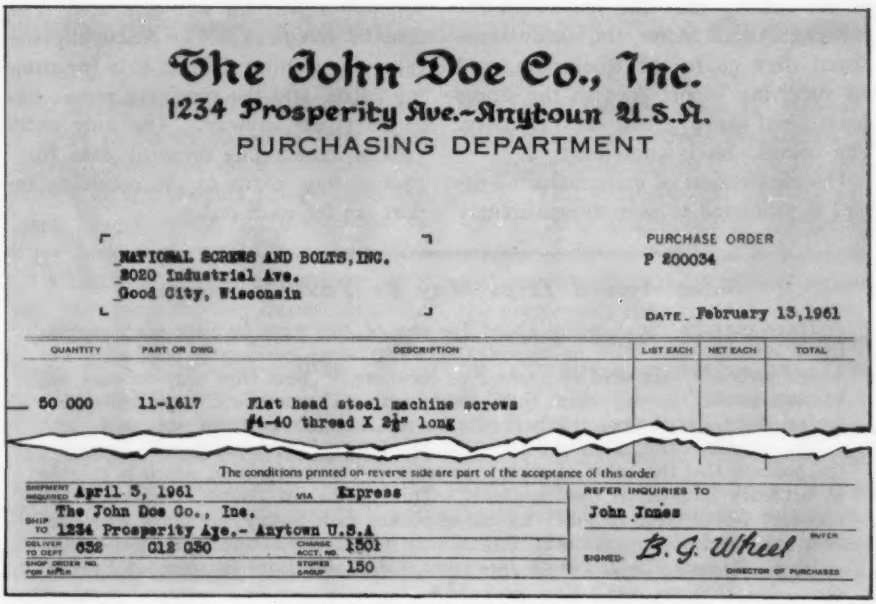
The work came into the finishing department with the receiving report which took the place of a work-in-process tag. The shop consulted the routing data in lieu of a manufacturing order. Routing data was maintained in each finishing department by the rout-

ing department (Fig. 2). If such data became too lengthy, it was run as a regular order the same as fabricated parts. The routing data told the shop what finish to apply, the size of the loads, the measured hours and set up time.

To fully understand this procedure, suppose that the stock on a certain screw, part 11-1617, is getting low. The ledger clerk decides to order a lot and removes the traveling requisition from its pocket on the ledger card. On it are all specifications. On the ledger card, he enters the amount, date and lot number of the order (and also on the traveling requisition) and sends the requisition to purchasing.

Purchasing sorts the requisitions by vendor's name. Typist types the purchase order from the data on the traveling requisition. At the bottom of the order the finishing departments are included, in their proper sequence (Fig. 3).

A copy of this purchase order is filed in the receiving department. When the screws are received, the purchase order is selected from file and a receiving report is typed (Fig. 4). The screws are inspected and sent to the finishing department. When the finishing department receives the screws and receiving report tag, the routing data (Fig. 2) is consulted and the shop office clerk merely copies, "Cad Pl per A50-286-7, 15000A7, 81B," which means 15,000 parts are to be cadmium plated. The "A" signifies measurement is by area, "7" is a key number for rate of payment per barrel load, and 81B signifies horizontal cadmium plating barrel. The costs are maintained by the cost accounting department from their copy



The John Doe Co., Inc.
1234 Prosperity Ave.-Anytown U.S.A.
PURCHASING DEPARTMENT

NATIONAL SCREWS AND BOLTS, INC.
8020 Industrial Ave.
Good City, Wisconsin

PURCHASE ORDER
P 200034

DATE February 13,1961

QUANTITY	PART OR DWG.	DESCRIPTION	LIST EACH	NET EACH	TOTAL
50 000	11-1617	Flat head steel machine screws #4-40 thread X 2½" long			

The conditions printed on reverse side are part of the acceptance of this order

SHIPMENT REQUIRED April 3, 1961 VIA Express
SHIP TO The John Doe Co., Inc. 1234 Prosperity Ave.- Anytown U.S.A
DELIVER TO DEPT 652 C12 C30 CHARGE ACCT. NO. 1501
SHOP ORDER NO. FOR MFGR STORES GROUP 150

REFER INQUIRIES TO John Jones
SIGNED B. G. Wheel BUYER
DIRECTOR OF PURCHASES

Fig. 3. Purchase Order.

Fig. 4. Receiving Report.

of the routing data for the stores department use. After the screws are plated they go to the stockroom, and the receiving report goes to the stores department as a credit to inventory. The transaction is completed.

The elimination of manufacturing orders is estimated to save approximately $32,000 a year for this company. The cost of maintenance is practically the same for routing data as it is for routing cards, and the receiving report has to be typed anyway. The only extra cost is transcribing finishing data from routing data cards to the receiving report tag for each order.

Sales Award Trips May Be Taxable Income

There may be rough going ahead for one of the most favorite sales promotional devices—free trips to meetings at which some business is conducted but which invariably are held at resort type locations. These trips may or may not be with wives. In any event their distinguishing characteristic is that they are for salesmen, distributors or others who have met certain performance goals.

The trouble stems from the fact that the Internal Revenue Service is taking the position that the value of such trips represents compensation which is taxable as ordinary income to the recipients. This means, of course, that since the recipient would have to make an out-of-pocket cash outlay for taxes whenever he accepts such a trip, the desirability of such a reward may substantially decrease. —*W. K. Wallace Tax Letter (A free copy is available from Washington Publications, 444 Madison Ave., New York 22.)*

How to Keep Employee Time, Cost and Job Records

CARL K. GIERINGER, President, Cincinnati Time Recorder Co., Cincinnati

IN MASS PRODUCTION operations it is necessary to know time spent by each employee on a particular operation as the product passes along the line. In job shops it is required to know how employees divide their time on a single job. Where incentive plans are in operation, standards must be compared with actual time for pay purposes as well as cost analysis of individual parts.

Attendance and job timeclocks have been developed for these purposes. The attendance time recorder is required as input data for deriving payroll and meeting requirements of the wage hour division, from original time cards. In making distribution of payroll costs to unit costs, the job clock is necessary. Employee's job time breakdown is audited against the total time spent at work. This provides that all time paid for is 100% distributed to the proper accounts. In essence, this is balancing the *employee's time purchased* against the *employee's time sold.*

Several systems provide all the necessary information for this balancing. One is the C b M (Cost by Man) method in which daily posting of employee's time can be distributed or charged to each job on which he worked. A card (Fig. 1) is issued to the worker and he enters all information on it as indicated. There is no prior card preparation by the clerical staff. Time on and off for

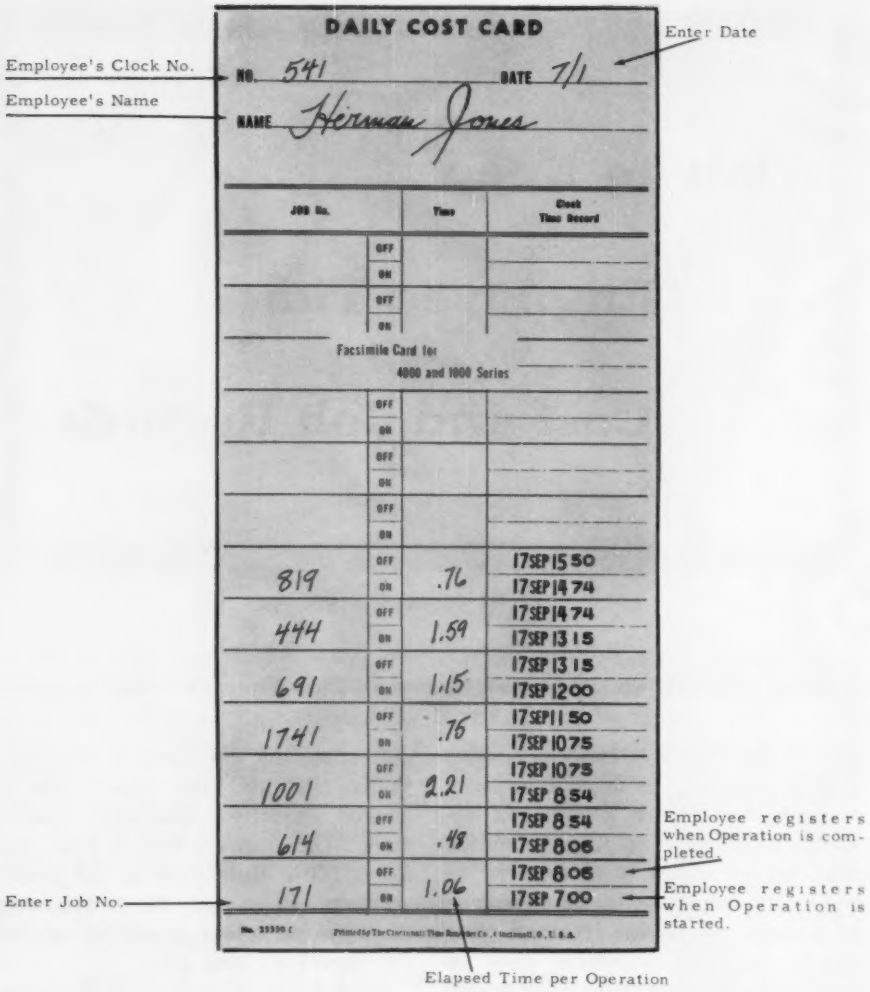


Fig. 1. Cost by man.

each job is clocked on a job time recorder. Registrations started at the bottom of the card provide direct subtraction of time.

At the end of the day, the completed C b M card is turned over to the supervisor. Total time on the card must balance for the time paid as indicated on the attendance in and out time card. All time must be accounted for: waiting time, downtime, time allotted to union duties, etc. Each of these is assigned a standard job number and control is effective in flagging supervisory

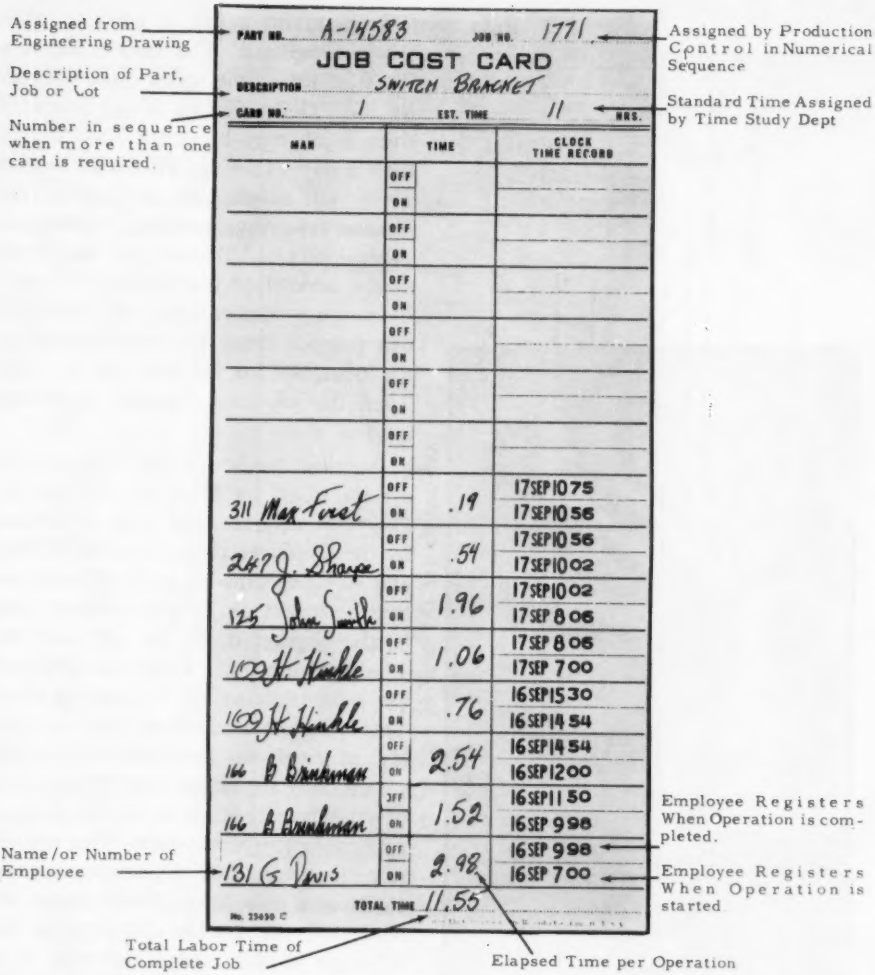


Fig. 2. Cost by job.

management for action to improve efficiency when it becomes obvious that too much time has been taken on a job.

Another system is the C b J (Cost by Job) where labor time or charge is made against a specific job. The job cost card (Fig. 2) is made up in advance by the scheduling or production control department. This card identifies the job and may accompany it through the shop. Each employee who works on the job signs his name or clock number on the card together with the time registration on and off the job. This system is applied where it is necessary to have a complete summation of

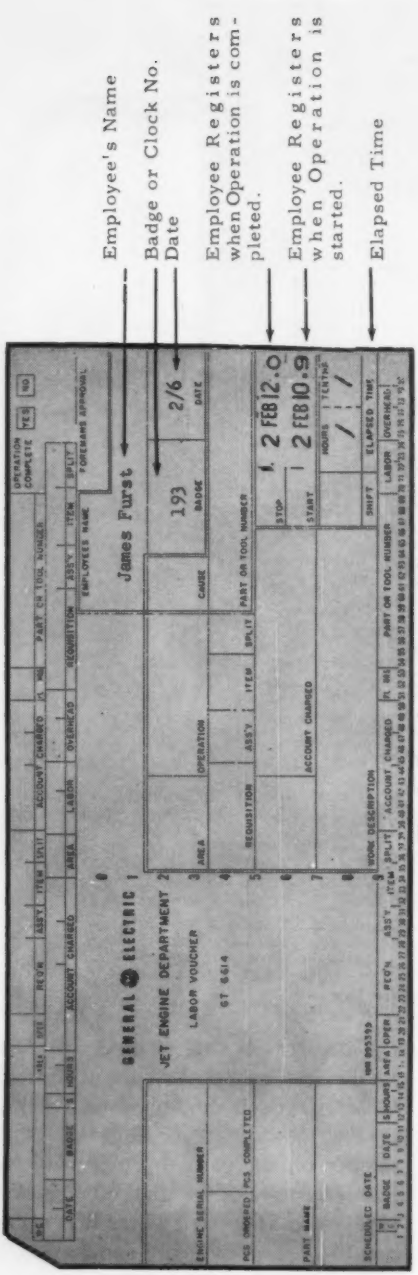


Fig. 3. Cost by man, per job or per day.

time spent on a job as soon as each job is completed. The record allows a study of total time spent on a particular job. Daily posting is not provided since a job may be in the shop longer than a day. This system works best in 100% job shops such as auto or appliance repairing, painting, printing or general service. It does not lend itself to the control of nonproductive time.

In some applications, the job card can provide space for identification of the operation to be done on the job. Then the job card becomes a routing card as well.

Another method is the C b M/J/D system (Cost by Man, per Job or per Day). A separate card (Fig. 3) is used by the employee to register his starting and stopping time on each different job that he works on. Nonproductive time is also registered. If the job lasts beyond quitting time, a new card is used the next morning for registering time. This system is used where machine sorting of cards is available. Cards are sorted daily for either labor distribution of employee time or labor distribution applicable to specific jobs. This system sometimes requires pre-preparation of cards and may have disadvantages attendant to preparation and physical distribution of the cards. However, it is quite flexible and effective for controlling labor time in production and can be applied to all types of operations. Nonproductive time is entered on a separate job ticket.

The latter system is also effective when individual incentive payments are made to employees. The job ticket carries information indicating standard time, number of pieces made, number

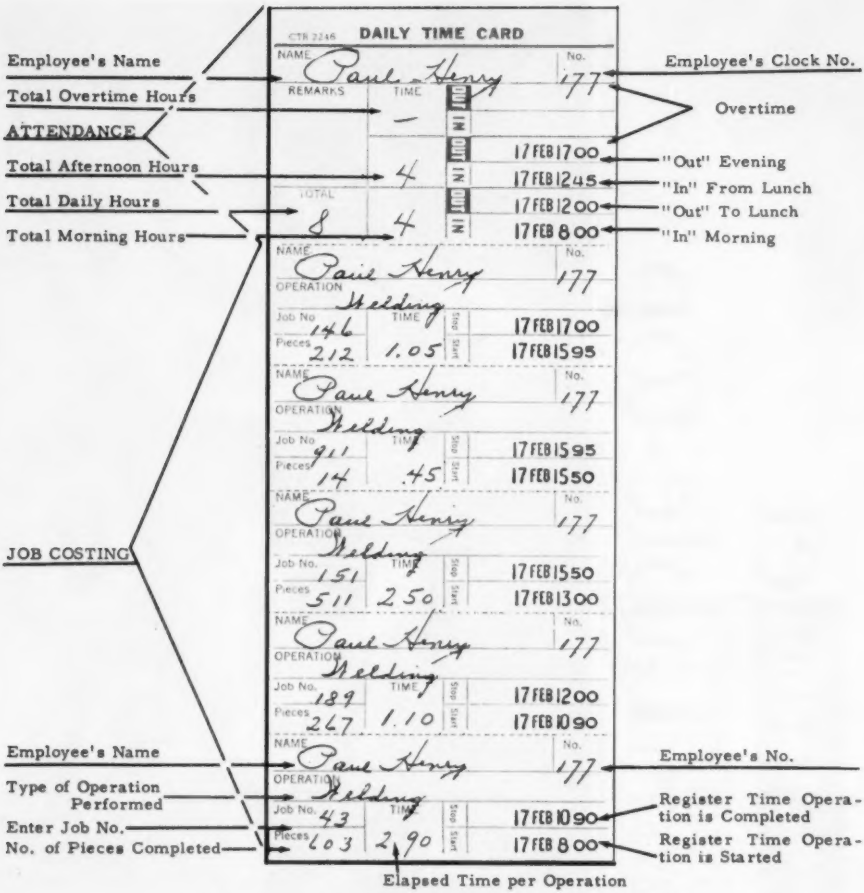


Fig. 4. Payroll attendance and cost by man and job.

scrapped, standard and incentive rates. From a single card, both the cost of the part and payment due employees are calculated.

A variation is the Pa C b M J (Payroll attendance and Cost by Man and Job system). A perforated daily job ticket (Fig. 4) is used. As each job is completed, the perforated sections go to the supervisor. This provides a continuous flow of time tickets into the costing department where labor can be distributed against both employees and jobs. The same ticket provides registrations for in and out attendance payroll time, made on the job time recorder.

All these systems are practical and low in cost. They offer management an almost foolproof way to know how and where employee time is spent.

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Short-Run Duplicating At American Airlines' Maintenance Base

J. K. Schladale (left), manager of office services, and F. L. Scott who operates the Dav-A-Matic offset duplicator at American Airlines' Tulsa maintenance base.

THE 29-ACRE American Airlines' maintenance base at Tulsa, Okla., has speeded internal communications and cut production time in half on its voluminous short-run duplication jobs with a Davidson Dav-A-Matic duplicator which handles over 30% of the duplicating department's workload. American's main maintenance base and engineering center employs over 4200 engineers, technicians and office workers for preventive maintenance, repair work and experimental projects. Continuous production of hundreds of individualized printing runs, as well as occasional fast production of runs in the thousands, requires fast changeover from one run to the other. The types of work that may need duplicating in a given day include engineering drawings, interplant bulletins, correspondence, departmental reports, aircraft log sheets, sketches and training material. The offset duplicator permits a rapid change of master plates without stopping the machine. Operator can switch from the production of engineering drawings to departmental reports instantly.

The material to be reproduced originates in individual departments in a form dependent upon the nature of the material. For example, for illustrated material, xerographic plate reproduction is used. An order form accompanies the original material to the duplicating department, indicating the department of origin, number of originals, amount of run, paper weight and color, and date of receipt. This allows management to account for the time in the duplicating department and to record jobs against the originating source. At the end of each month, it provides a total accomplishment account for the duplicating department.

Each job is tailored to the requirements of the originating department. With sheet sizes from 14″ x 11½″ to 3″ by 5″ acceptable, and the offset machine's ability to handle paper stocks of from 13 to 110-lbs. with a printing area 13¾″ x 10¼″ for plate size, all short-run jobs are easily processed. Over 250 paper masters run through this one machine daily. At completion of a run, the used plate is ejected into the paper receiving tray where it serves as a separator between jobs. According to J. K. Schladale, manager of office services, the system has given the company the flexibility it needed, cut short-run production time by 50% and reduced overtime.

Automatic Labeling System For Medium-Sized Mailings

MECHANIZATION of small or medium-sized mailing has presented a problem to management because of the gap between the maximum number of pieces easily mailed by hand and the minimum number which could economically be handled by machines. International Business Machines Corp., at its Endicott, N. Y., plant, has bridged this gap with a system which combines punched card addressing with automatic labeling. As few as 25 pieces can be processed economically, yet mailings of many thousands are handled equally well.

Punched cards have been used for several years at Endicott to maintain mailing lists and to address labels for large mailings, particularly the twice-a-month distribution of 10,000 copies of *IBM Endicott News,* a house organ mailed to employees' homes. Continuous, gummed address labels printed on an accounting machine were sent to the mailing department to be either hand-affixed or applied by machine, depending on the quantity.

Last September IBM installed a Eureka Mail Aid Applicator to affix labels to any size envelope, including those of irregular thickness. The simplicity and flexibility of this machine resulted in its use for very small mailings—as few as 20 or 25 pieces with greater efficiency than could be gained with hand application. Even on the 10,000 copies, substantial time savings are reported. Whereas three men required five hours twice each month in the past, two men now do the same job in three hours.

The Mail Aid Applicator, a product of Eureka Specialty Printing Co., Scranton, Pa., automatically feeds envelopes,

Labels are addressed on an accounting machine from lists maintained on punched cards.

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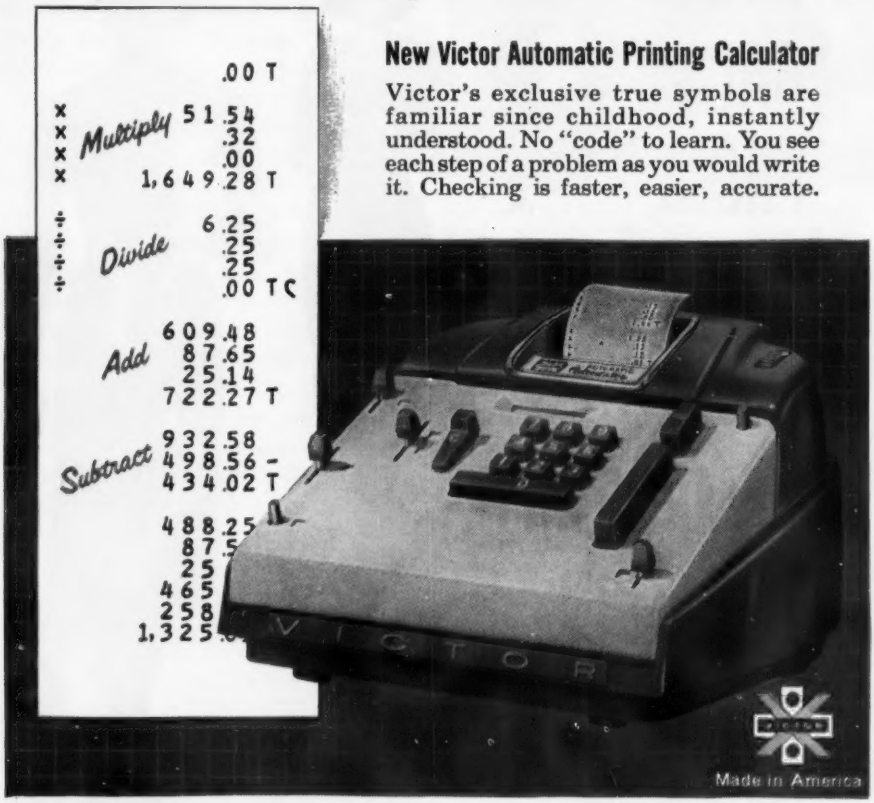

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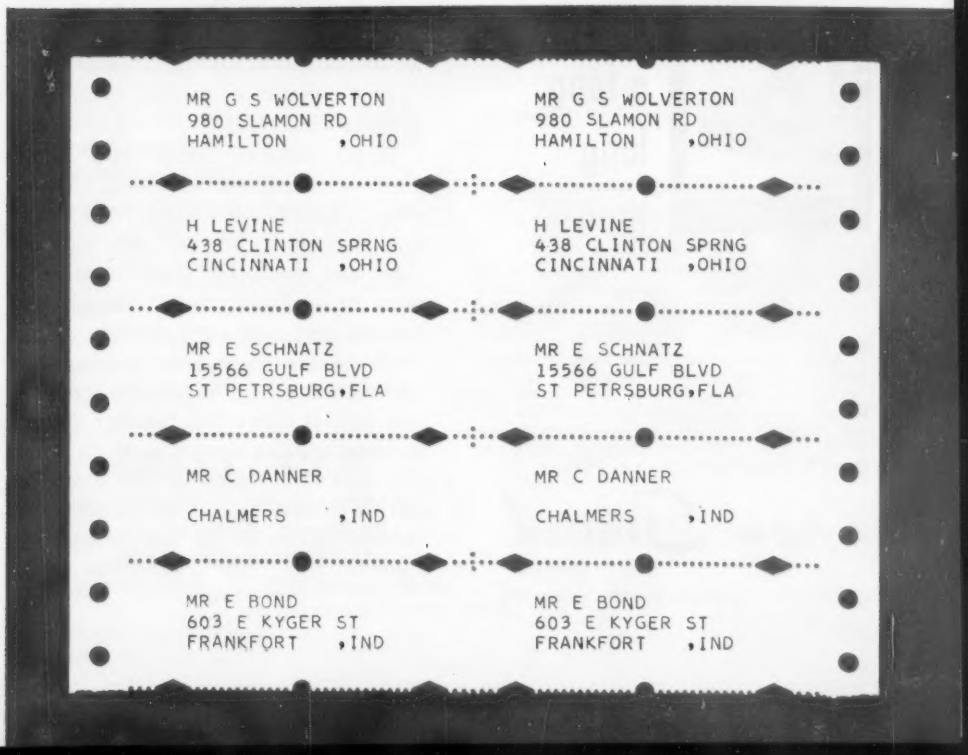
moistens and affixes labels at up to 13,000 per hour, depending on the size of the envelopes. The unit has a split separator which permits handling unevenly stuffed envelopes or those with bulky enclosures. It can use gummed labels of standard size in rolls, 33-label sheets or in strips from tabulator forms. Horizontal perforation lines of the Mail Aid labels have two diamond-shaped holes for pick-up by the applicator. After application of labels, mailing pieces are stacked automatically. The machine can be set up in one to two minutes for any run, and rapidly changed for a different size. Two knobs, a small dial and two sliding guides for envelope position, are the only adjustments needed.

Once machine is set up and operating, operator may walk away to answer a telephone or take care of other jobs without fear of trouble. An electronically synchronized feed prevents mailing pieces going through without labels. Labels will not run unless the supply of mail is feeding. The compact unit is 38″ x 50″ including stacker, and only 16″ high. Following are the prin-

Eureka Mail Aid Applicator automatically feeds envelopes and affixes labels at up to 13,000 an hour.

The gummed labels come in continuous form for machine writing.



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cipal mailings handled:

1. The *IBM Endicott News* circulation of 10,000 twice a month.

2. Daily mailings to the branch offices. A set of 250 large envelopes is run each day and miscellaneous correspondence from the Endicott departments is accumulated in them.

3. Several once-a-year mailings, such as purchasing department material to vendors, Quarter Century Club membership communications, etc.

4. "Endicott Today," a daily sheet distributed throughout the plant for bulletin board posting, plus 60 or 70 copies going outside the plant. Including set-up time, outside copies take four minutes to address, against ten to 15 minutes by hand.

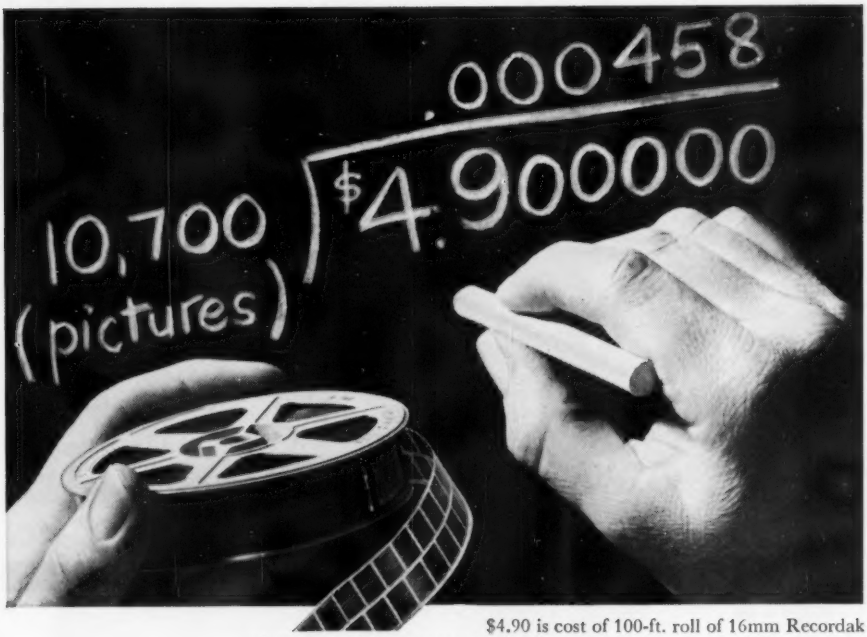
5. Internal management bulletins of from one to 20 pages, labeled directly on the back for distribution to department heads.

6. A small distribution, two or three times a week, of newspaper clippings to functional heads in the plant.

7. A number of smaller mailings at irregular intervals.

In all, between 30,000 and 35,000 pieces a month are addressed. For an office which handles some 3000 lbs. of first class mail each day, this may not seem like much, but mechanization of even 20 or 25 pieces has brought significant time and labor savings.

Eleven mailing lists of varying sizes are maintained for regular distribution, and several times that number of lists are handled for departments at Endicott, more and more of which are resorting to this type of addressing. Inexperienced personnel can operate the machine after brief instructions.



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At such a price, it costs far *less* to microfilm a record than to have your secretary file it . . . or transcribe even a few items on it!

Cost-conscious executives have been quick to see the economy of RECORDAK Microfilming . . . quick to apply it to billing and other record-keeping routines. For a real surprise, ask about the savings and speed it makes possible in your type of business! A complete line of Recordak equipment is available—including the new RECORDAK RELIANT 500 Microfilmer.

RECORDAK®

(Subsidiary of Eastman Kodak Company)

originator of modern microfilming —now in its 34th year

IN CANADA contact Recordak of Canada Ltd., Toronto

MAIL COUPON TODAY GG-8

RECORDAK CORPORATION
415 Madison Avenue, New York 17, N. Y.
Send folder describing RECORDAK RELIANT 500 Microfilmer.

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Position_____
Company_____
Street_____
City_____ State_____

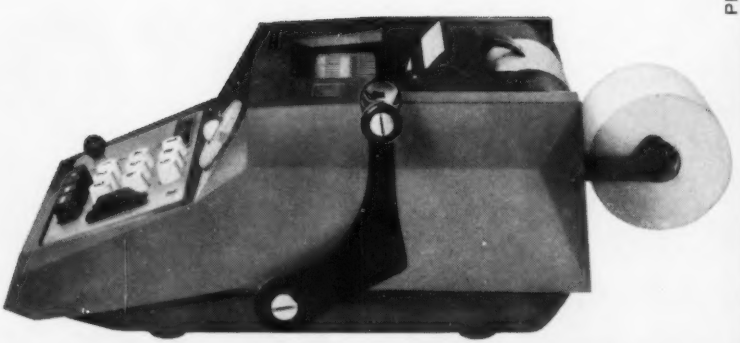
For More Information Circle No. 397

STUDIO 44

underwood

AN IDEAL PAIR

For More Information Circle No. 380



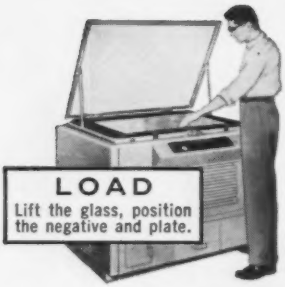
PRIMA 20

$234.50*

Check your typing and figure work requirements. This compact combination handles business correspondence and figure work. Write or call your Underwood representative for a demonstration.

*Manufacturer's suggested price: STUDIO, $119.50 + taxes, PRIMA, $115.00 + taxes

For More Information Circle No. 380



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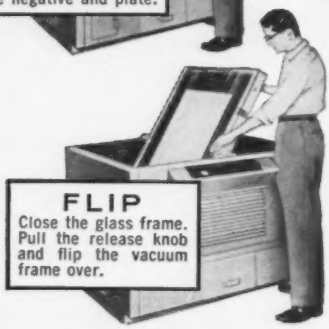
THAN SEPARATE VACUUM FRAME & ARC LAMP UNITS!



nuArc flip-top

PLATE MAKER

Not only do you save on the initial cost of a flip-top unit . . . the set up cost is substantially reduced: no partitions, curtains, or exhaust systems because the light from its powerful arc lamp is contained within the cabinet. Save on floor space; flip-top units occupy a space only a few inches larger than the actual plate size. Save time—these simple to operate units can be controlled from one position by one operator.

Hundreds of leading photo lithographers and photo engravers know, there is no easier or faster way to make perfect plates.

***Send for the latest "flip-top" Bulletin A-500-0.**

13 • 18	MODEL FT-18
17 • 24	MODEL FT-24
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28 • 32	MODEL FT-32
30 • 40	MODEL FT-40
43 • 52	MODEL FT-52

MODELS FT-32, FT-40 AND FT-52 ARE AVAILABLE WITH AUTOMATIC OR MOTOR DRIVEN ARC LAMP.

nuArc®

COMPANY, INC.

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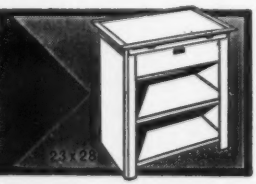
LIGHT TABLES

only $99

Feature: chrome plated precision straight edges on four sides; fluorescent lighting; metal construction. Shipped set-up, ready to use. Five sizes to 42 x 62. Send for Bulletin A217.



For More Information Circle No. 344

Right or WRONG in Employee Relations

A ROUND-UP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Does Automation Overwork Remaining Employees?

What Happened:

Management had a policy which read: "The company will continue its efforts and interests in behalf of the safety and health of its employees during their hours of employment".

As a result of extensive changes in equipment, the company rearranged the workforce in the department and cut the size of the staff from nine to five. Employees complained. They admitted that the company had a right to install technological improvement, and that it had the right to reduce the number of employees due to better machines and methods. But, if the remaining workers have to work harder to the point of "overwork," then the company was endangering the health of the employees. The company answered:

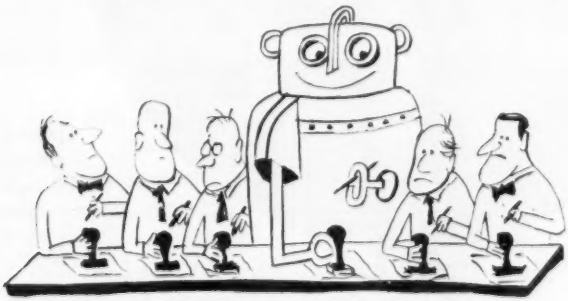
1. The new workloads are not unreasonable. The purpose of automation is to make work more efficient. We've done this.

2. The new methods and machines can now do the work of at least four men. So the remaining workers do work harder—but not so hard as to endanger their safety or health.

3. We must improve to meet competition. Cost reduction is a function of management.

Was the Company:

RIGHT ☐ **WRONG** ☐



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FOR LONG AND TROUBLE-FREE PERFORMANCE

MERCURY-LITH

Blankets and Rollers

FOR MULTILITH PRINTING MACHINES

1. **Uniform reproduction**—precision-built accessories with a perfect affinity for ink.
2. **Sharper printing.**
3. **More durable**—not affected by inks and solvents; resistant to abrasion and glaze.
4. **Easier wash-up.**

Built to the same quality-standards as Mercury blankets and rollers used on the world's largest offset presses.

RAPID ROLLER COMPANY
Federal at 26th St., Chicago 16
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218-224 Elizabeth Ave.
Newark 8, N. J.

For More Information Circle No. 257

WHAT ARBITRATOR ROLF VALTIN RULED: "Despite the substantial reduction in the operating force, the appraisal of the evidence is that an unreasonable workload has not been imposed on the employees. Indeed, evidence indicates that the employees do now work harder than they formerly did. The only real question is whether the present staff can do the necessary work without exceeding reasonable workload limits. By the evidence presented, the arbitrator cannot hold that an unreasonable workload has been imposed. In the final analysis, it is primarily the nature of the work which has been changed. The grievance is denied."

Can Employees Be Disciplined Without a Warning?

What Happened:

After a slack period, business picked up and overtime became necessary. Work schedules were changed in one department requiring employees to start two hours earlier. Quitting time was staggered to meet the work demands.

For two weeks Becker and Sickles worked under the new schedule, then they began to complain. They didn't like the staggered quitting times and said so to their supervisor. He made no comment. One day the two men told their boss that they were only putting in eight hours that day. The supervisor made no effort to persuade the men to stay later.

Becker and Sickles showed up for work the next day and found they had been suspended pending consideration of their case by management. The next day they were notified they were fired for:

1. Leaving their job without permission.

2. Refusing to work overtime.

The employees promptly filed a grievance and argued:

1. We were exhausted and tired by the overtime schedule.

2. We told our supervisor that we didn't like the staggered quitting time. He did nothing.

3. We gave him advance notice that we wouldn't work overtime. He didn't protest, so we thought he approved.

Were the Workers:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR HARRY J. DWORKIN RULED: "Although the arbitrator has determined that the grievants improperly abandoned their posts prior to scheduled quitting time, the company was simultaneously derelict in not directing the employees to remain. The supervisor's duty was to make known his disapproval of the indicated

action. Management owes some responsibility to take reasonable action to prevent a threatened act of misconduct. Failure to act in an articulate manner raises some question as to whether employees would be justified in assuming that management acquiesced in their leaving work prematurely. Management may not remain silent in the face of threatened misconduct, and thereafter assess the maximum penalty for acts which it had a responsibility to prevent. The penalties are reduced to a suspension of 30 days without pay."

Are Supervisors Safe at Home From Employees?

What Happened:

At a company meeting, Supervisor Bauer laced into some of the employees for poor work habits. One man took issue with the boss's comments and heated words were exchanged. That evening when Bauer came home he was met by the worker who continued the argument.

"You've no right here," the supervisor said. "Now go on your way. If you want to talk to me, see me at the office."

The employee continued to berate his boss and then struck him. When he was summarily fired the next day he charged that the company had overstepped its authority, and argued:

1. I lost my head. I didn't mean to do it.

2. Let the police and the court deal with my action. What I did was on my own time and away from company property.

The company was unimpressed:

1. We have a right to control employees for off-property conduct if the argument grew out of an in-company situation.

2. We'll not stand by and let workers abuse our supervisors on or off company premises.

Was the Company:

RIGHT ☐ WRONG ☐

WHAT ARBITRATOR SYLVESTER GARRETT RULED: "I cannot accept the view that management is powerless to discipline an employee for conduct (directly related to events on the job) which entails assault upon a member of supervision. While public authority is available to deal with those who commit assault and battery, this does not deprive management of essential authority to maintain discipline and protect members of supervision from unprovoked reprisals away from the job. The employee was properly discharged."

For More Information Circle No. 220→

Good news
for girls with
office copy blues...

NEW

all-white

PHOTEK

Thermocopy Paper

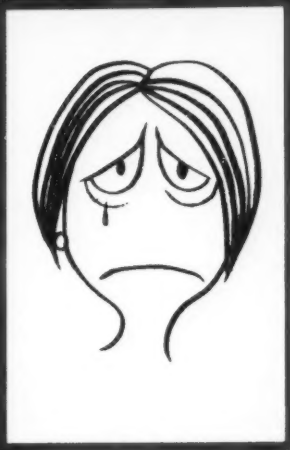
is not a pressure-sensitive imitation

. . . brings a bright, new, permanent

look to office copies!

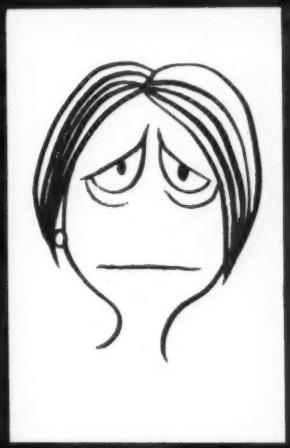
LOOKS SHARP!

No more fuzzy, out-of-focus office copies that strain eyes, fray tempers. New, all-white Photek Thermocopy Paper produces clean, crisp, needle-sharp copies every time. Every letter in every word stands out in bold, sharp relief against its white surface. Reading is easy, instantaneous; copies neat and complete from start to finish. And you may order Photek Thermocopy Paper in **both** standard and translucent paper to satisfy more office copying and systems requirements.



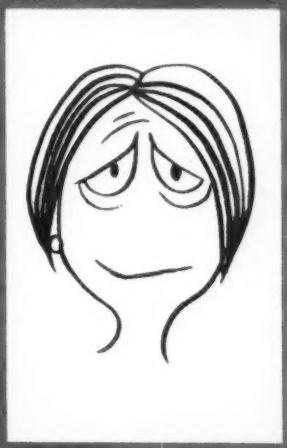
STAYS WHITE!

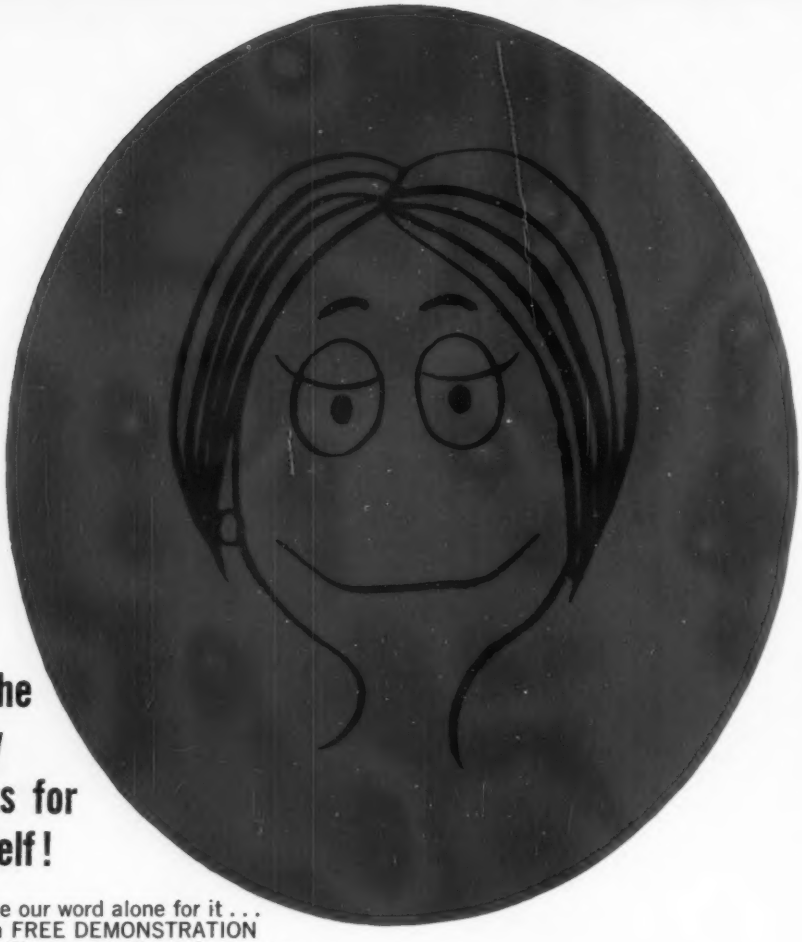
Because it is **not a pressure-sensitive imitation**, Photek Thermocopy Paper will **not** lose its clean, white look due to surface scratches or marring. It will not fade, yellow, turn blue or darken. Its clean, flawless surface **stays** white, resists the effects of light, heat and time. You can file Photek copies indefinitely, knowing for sure they'll look like new the day you need them. Also, because of its greater sensitivity, Photek Thermocopy Paper eliminates waste due to repeated machine adjustments. It makes perfect copies over a **wide range** of machine dial settings.



FILES FLAT!

Ask the gal who has struggled with office copies that curl and furl — and you'll know why secretaries prefer Photek Thermocopy Paper. Here is office copying paper strong enough to come through the roughest "routing" in great shape. It folds neatly, files flat, handles easily. Here's another exclusive benefit: Photek Translucent Thermocopy Paper produces copy on **either** side . . . gives you an extra operator convenience plus a new way to eliminate waste. It also serves as an economical diazo master for unlimited runs.





See the happy results for yourself!

Don't take our word alone for it . . . arrange a FREE DEMONSTRATION of Photek Thermocopy Paper in your own office soon. Mail the coupon now!

PHOTEK, INC.

P.O. Box 1553, Providence 1, R. I.

- ☐ Please contact us to arrange a free demonstration without obligation.
- ☐ Please furnish us with more information about Photek Thermocopy Paper.
- ☐ We're also interested in photocopy paper and equipment. Please provide us with complete details on Photek photocopy products.

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COMPANY.....

ADDRESS.....

CITY..... STATE.....

If it's worth repeating, repeat it with PHOTEK

PHOTEK

Thermocopy Paper
Photocopy Paper
Photocopy Equipment and Supplies

A textron COMPANY

AUTOMATIC SYSTEMS

Using customer master tape and edited order copy, Flexowriters type orders at Rohm & Haas Co., Philadelphia, and simultaneously produce a by-product punched tape for transmission to the plant. (See story on next page.)

Current trends in office automation including data processing.

Integrated Order Processing

RAYMOND DREYFACK

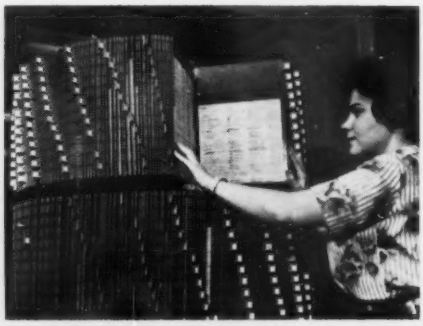
COMPLETE INTEGRATION of order entry, handling, invoicing and reporting was the aim of Rohm & Haas, major manufacturer of chemical products for a broad variety of industrial applications. This is a multiplant corporation with headquarters in the U. S. and worldwide operations. Data processing functions are centralized in Philadelphia at the firm's administrative offices.

Incoming orders are channeled to Philadelphia for editing, pricing and routing to the designated factory, depending on the type of product ordered. The need for increased speed to advance customer service, plus the continued search for more accurate and economical means of processing, impelled management thinking in the direction of automation and pre-planned integration. So it was decided to unify all operations relating to the order processing function.

Using punched tape as a common language link, Friden Flexowriters and Computypers are combined with Teletype equipment and punched card machines to capture and transmit all repetitive information automatically, at the same time creating a by-product output for up-dating sales, inventory and accounts receivable data as well as report preparation.

The tape concept links together not only operating equipment, but forms,

Order entry section pulls an order data card (shown on page 112) containing tape with customer's constant data.



If there is no order data card in file, master records are searched for account number. New customers get a new number.

From Entry Through Reporting

too. These were designed in conjunction with Autographic Business Forms Co. The edited copy of the sales order includes an envelope pocket to carry the order tape until it is ready for invoicing. Receiving teletypewriters at Rohm & Haas factories produce duplicating masters which follow the general edited copy design. From these masters are run all copies needed for stock picking and production.

The ten-part invoice comprises copies each printed in different ink colors for ease of identification. The forms are mechanically separated in a high-speed burster, and customer copies stuffed in window envelopes.

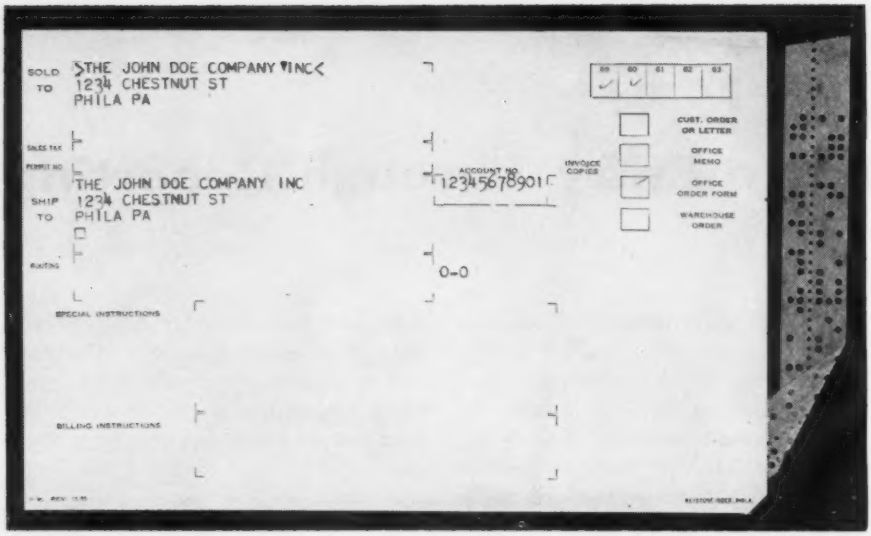
The sales department codes the orders, schedules them for shipment and posts sales entry statistics. The next step is a credit department check, after which the orders go to the order department. Orders received from Canada are Teletyped to the home office and automatically rerouted to the plant.

A clerk in the order entry section pulls an order data card for each order. Attached to this is a prepunched master customer tape containing all constant data: name, address and account information, for the billing. Orders, grouped by type of product, are priced and coded. Here the material code, carrier, route and terms are entered, and a control order number is assigned.

Using the master customer tape

Processing clerk prices and codes material, carrier, route and terms, and assigns an order number.

Tape-to-card converter creates unit card records from Flexowriter tape for tab department processing.



A pocket on the back of the customer order data card holds a master tape prepunched with constant information.

(which was affixed to the order data card) as input to a Flexowriter, the edited copy of the order is typed while a by-product tape is punched. This contains all information appearing on the order, and is sent to an editing station for proofing.

After proofing (or editing), the by-product tape is transmitted via Teletype to the factory. Multigate transmission simplifies this operation considerably. The sending machine in the office creates a five-part hard copy set during transmission. This includes: acknowledgement copy, sales department copy, salesman copy, numerical file copy, accounting department copy. Hard copy produced at this point is sight checked against the edited copy. After use, the tape is stored in the edited copy's tape pocket and becomes a part of the open order file.

At the other end of the line a receiving Teletype at the factory produces a duplicating master to prepare bills of lading, labels, and furnish the home office with shipping information. Copies produced by the master also contain production and inventory control data.

Factory notification of shipment (which includes quantity shipped and other data) is combined with the edited copy (with order tape attached) and

Factory notification of shipment with order tape in a pocket on the reverse side (above) is sent to the invoice typing section where ten-part invoice (below) is written on a Computyper. Machine simultaneously produces a tape from which cards are punched for accounts receivable, inventory control, sales analysis and other management reports.

ROHM & HAAS COMPANY
PHILADELPHIA 5, PENNSYLVANIA

CUSTOMER'S ORDER NO. 1234
OUR ORDER DATE 8/23/60
END USE 00 WCPA 00 SALESMAN 123-456
ORDER NO 01-12345-□
PAGE NO.

SOLD TO
THE JOHN DOE COMPANY INC
1234 CHESTNUT ST
PHILA PA

ORDER COPY

SALES TAX PERMIT NUMBER

SHIP TO
THE JOHN DOE COMPANY INC
1234 CHESTNUT ST
PHILA PA

ACCOUNT NO 12345678901
INVOICE COPIES

ROUTE B & P AND OOSTDYK 10
SHIPPED FROM PHILA
TERMS 1
NET 30 DAYS
SHIPMENT SCHEDULED 8/23
CHARGES COLLECT
DOC. CODE 19234

PRICE	UNIT	ITEM	QUANTITY ORDERED	DESCRIPTION	PRODUCT AND SALES DEPT. CODE
1.2345	LB		12 DRUMS PRODUCT A		6-1234-11□
.012	GL		10-5 GAL PAILS PRODUCT B		6-5678-11□
			ALLOW FRT ITEM 1 □		

THE JOHN DOE COMPANY 12345678901 4434.80T

ROHM & HAAS COMPANY
WASHINGTON SQUARE PHILADELPHIA 5, PA.

DOC. CODE 9
CUSTOMER'S ORDER NO. 1234
OUR ORDER DATE 8/23/60
END USE 00 WCPA 00 SALESMAN 123-456
INVOICE NO. 01-12345-*
PAGE NO.
SHIPPING AND INVOICE DATE 09/14/60

SELLER REPRESENTS THAT WITH RESPECT TO THE PRODUCTION OF THE ARTICLES COVERED BY THIS INVOICE, IT HAS FULLY COMPLIED WITH THE FAIR LABOR STANDARDS ACT OF 1938, AS AMENDED.

SOLD TO
THE JOHN DOE COMPANY INC
1234 CHESTNUT ST
PHILA PA

SALES TAX PERMIT NUMBER

SHIP TO
THE JOHN DOE COMPANY INC
1234 CHESTNUT ST
PHILA PA

ACCOUNT NO 12345678901
INVOICE COPIES

ROUTE B & P AND OOSTDYK 0-0
SHIPPED FROM PHILA
TERMS
NET 30 DAYS
SHIPMENT SCHEDULED 8/23
CHARGES COLLECT
DOC. CODE 19234

TRANS CODE	QUANTITY SHIPPED	PRICE	UNIT	ITEM	QUANTITY ORDERED	DESCRIPTION	PRODUCT AND SALES DEPT. CODE	AMOUNT
10	3600.	1.2345	LB		12 DRUMS, PRODUCT A		6-1234-11*	4444.20
10	50.	.012	GL		10-5 GAL. PAILS PRODUCT B		6-5678-11*	.60
42	40.00	.25	CT		ALLOW FRT ITEM 1 *		6-1234-11*	10.00CR
95								4434.80 T

TRADE MARKS REG. U. S. PATENT OFFICE

INVOICE

sent to the invoice typing station. The order tape is fed to a Computyper and while the quantities entered by the billing typist are automatically extended, the ten-part invoice set is produced. At the same time a new by-product tape is created containing all data on the invoice which will be needed for subsequent sales record, accounting and accounts receivable functions.

The new tape is sent to the tabulating department where it is converted into punched cards for freight distribution, branch warehouse inventory control, accounts receivable, sales and cost of sales, sales analysis. The cards are used to prepare management reports and statistics. Some sample report headings are sales and cost of sales journal, sales register, inventory balances, branch warehouse and inventory report, freight clearing accounts, branch warehouse stock report, destination carrier report, and others.

Each hour, a control total is hit on the Computyper while invoicing, and this total is used as a zero balance check against tabulating department activities.

The system has eliminated the keying operation for the recording of repetitive information. This, plus the automatic arithmetic functions of the Computyper used to prepare the invoice, enables a large volume of orders to be processed speedily and with a low error frequency. From a reporting standpoint, conversion of tape to cards provides swift, accurate and automated production of facts needed for management forecasting and analysis. Initial savings in personnel were realized but, of course, increased volume of work has now increased personnel requirements. Obviously the personnel requirements would have increased much more had it not been for the new system. Errors do crop up occasionally due to mechanical malfunctioning, but these are usually caught. Overall accuracy has been substantially improved.

Billing department at Rohm & Haas Co. where Computypers write invoices and produce a by-product tape for accounting, inventory control, sales analysis and other reporting.

- For punching standard codes in either 80-column or 90-column tabulating cards.
- Complete visual verification before punching—up to three cards at a time.
- No electric current required.
- As compact as a desk-top check writer.
- No trained operator needed.
- The pdp Mek-A-Punch eliminates dependence upon written or oral reports from remote locations.
- Extremely valuable in data processing department for adding new information to previously coded cards or for replacing damaged cards.

American DATA MACHINES INC.

Data Systems Equipment

7 Commercial Street • Hicksville, L. I., N. Y.

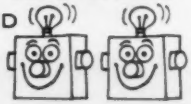
MANUFACTURERS OF:

Attendance Recorders
Data Collection Systems
Digital Clocks
Digitized Plastic Plate Readers
Keybank Assemblies
Mek-A-Punch
Military Systems
Sequential Punched Card Readers and Scanners

For More Information Circle No. 273

TO SOLVE A PROBLEM IN RECORD TIME

BRING ON THE **BRR**AINS FROM REMINGTON RAND



Never before has it been possible for one person to do so much work in so little time. The Kard-Veyer® Unit keeps hundreds of thousands of record cards in one cabinet. Touch a button and have any card in three seconds. Finding, filing, or posting takes seconds, not hours. See the many Kard-Veyer® Units in our free catalog—yours for sending the coupon.

Remington Rand SYSTEMS

Division of Sperry Rand Corporation
Room 740, 122 East 42nd St., New York 17, N.Y.
Please send my free catalog on your Kard-Veyer® Mechanized Filing Equipment. Thanks!

NAME_____

TITLE_____

COMPANY_____

ADDRESS_____ CITY_____

ZONE____ COUNTY_____ STATE_____

For More Information Circle No. 248

Photoelectric Encoder

A TYPEWRITER paper tape preparation system that uses photoelectric encoding techniques is offered by Invac Corp., Natick, Mass. The Tapemaker consists of a standard manual or electric typewriter, photoelectric encoder and tape punch which can prepare any code: 5, 6, 7 or 8 level.

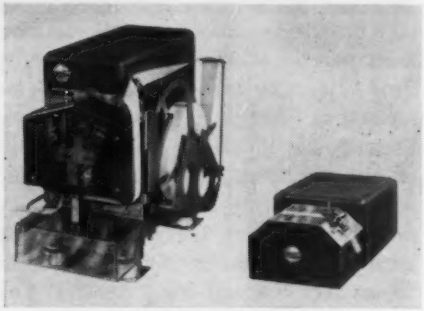
The photoelectric encoder has a number of data light channels and associated binary-coded shutters. When a key is depressed, corresponding shutter modulates light channels according to shutter's code. Simultaneously, photocells at the end of each light channel transmit the binary-coded data to the tape punch.

Tapemaker design features include all solid-state circuitry on printed circuit boards and motorless, direct-drive tape punch. Other functions include dual key logic, automatic keyboard interlock to prevent depression of more than one key at a time, electronic parity check, and special non-print functions. An optional feature is an error-prevention circuit which locks the keyboard until previous data is utilized. A basic Tapemaker system costs $1600. **For More Information Circle No. 107.**

For More Information Circle No. 248

High Speed Tape Punch, Reader

TWO 100-character-per-second tape units are being introduced by Teletype Corp. Skokie, Ill., for use in message and data communications, including computer and other data handling applications. The BRPE tape punch



and the CX tape reader operate as a complementary matched pair for high-speed, tape-to-tape communications systems. They also can be used as input and output for computer and other data communications installations.

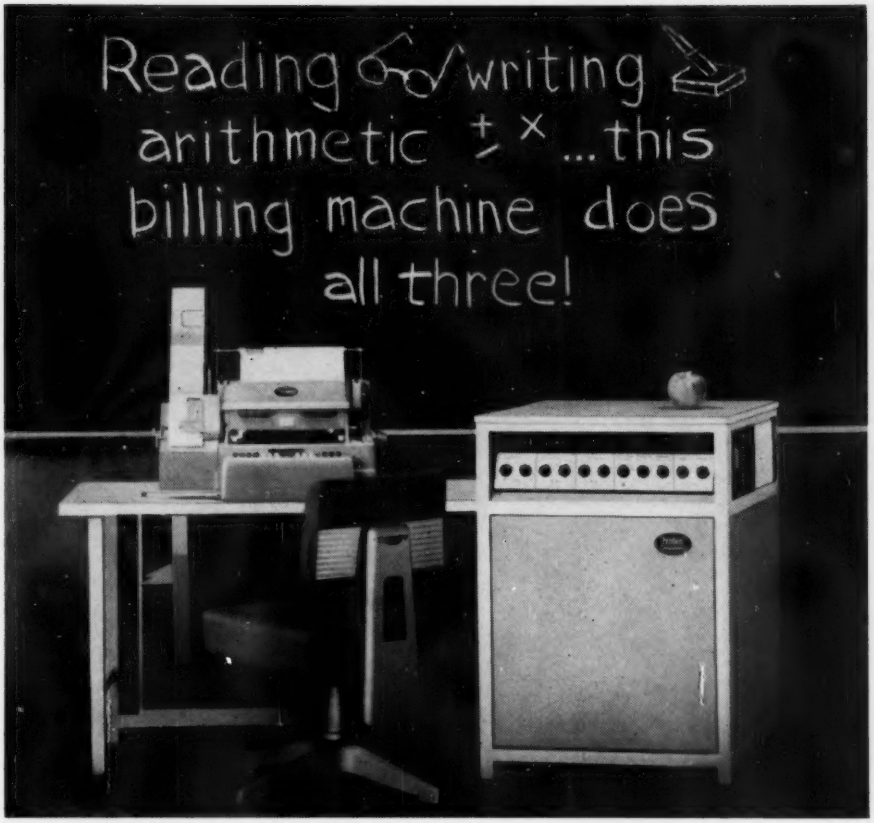
The CX, which reads either fully perforated or chadless tape, can transmit data collected from the BRPE or slower speed equipment. The latter's tape output, in turn, can be relayed by the CX or by compatible equipment at slower speeds. Both operate on parallel-wire signals which can be serialized by Teletype electronic equipment. With these facilities, and additional terminal equipment, the units can be used for high-speed communications over conventional voice channels. These sets are capable of interoperating with transistorized or vacuum tube circuits.

Each unit has a pulse generator with a timing cycle that is adjustable throughout 360° to actuate control circuits. This synchronizing pulse controls the accurate timing of intelligence to and from associated equipment. The punch produces fully perforated tape and is available in two models, one to operate at a 5 level code, and the other adjustable to 6, 7 or 8 code levels. The set weighs 28 lbs., measures 12″ high, 8″ wide and 16½″ deep. The reader adjusts to 5, 6, 7 or 8 levels and is 5″ high, 6″ wide, 11″ deep, and weighs 12 lbs. **For More Information Circle No. 102.**

Carbon Paper for Optical Scanning

OPTI-SCAN carbon paper has been successfully used in several credit card systems, with excellent results, according to its producer, Port Huron Sulphite & Paper Co., Port Huron, Mich., and is filling a need for a one-time carbon paper for optical scanning, priced in the one-time carbon price range.

Opti-Scan produces a very fine line definition and is smudgeproof. Experience has shown a low reject rate when cards imaged with this carbon are fed through optical scanning equipment. Samples and descriptive literature will be sent to anyone interested in optical scanning equipment or systems, and to forms manufacturers producing forms for optical scanning equipment. **For More Information Circle No. 109.**



The Friden Model CTS Computyper® is a remarkable machine; it *reads* constant data from punched tape or cards, *writes* the data down on the invoice, automatically does all the *arithmetic* required to figure a bill. The operator does little more than fill in the date and the item quantities. The rest is button-pushing.

For most firms, one girl and machine can be the entire billing department.

Important plus: The Computyper automatically produces a by-product punched paper tape summary of each invoice. This tape can be automatically converted into tab cards or fed directly into computers. (If you don't use this type of data processing, simply run the by-product tape back through the Computyper and it will give you a typewritten billing summary.)

For complete information, contact your Friden Systems representative, or: Friden, Inc., San Leandro, Calif.

THIS IS PRACTIMATION: automation so hand-in-hand with practicality, there can be no other word for it.

Friden

Sales, Service and Instruction Throughout the U. S. and World

For More Information Circle No. 231

Output from as many as 16 machines, such as teletypewriters and data transceivers, can be transmitted long-range at up to 4800 bits (600 characters) a second.

Long-Range Data Transmission System

A SYSTEM called ABCD (ACF Building Block Communications Devices) for high-speed simultaneous transmission of digital information from a variety of sources, has been developed by the ACF Electronics Div., Riverdale, Md. A user may install only a single rack of interchangeable plug-in units to adapt all types of existing data equipment (such as teletypewriters, data transceivers, facsimile machines, paper and magnetic tape machines) for transmission of data over a standard telephone line. He can establish his communications system with a minimum of equipment to meet current needs, with assurance that he can expand it to meet future needs by addition of functional blocks that will not duplicate others used in the system.

As many as 16 different machines may simultaneously feed their tape, punched cards or other data to the equipment at the same time and it transmits the complete mass of information simultaneously at 4800 bits (600 individual characters) per second over a single line to the receiving point. There, similar ABCD equipment converts the information back to tape, punched cards or feeds it to machines from which it emerges in its original form.

Plug-in logic cards, which are printed circuits, form the basic circuit elements. Block assemblies of these perform specific functions. Blocks are 7″ high, 16″ deep and 3½″ or 7″ wide. The blocks, which are as interchangeable as the logic cards, are connected in a rack with a self-contained power supply.

Major blocks that will process the information are a multiplexer-demultiplexer and modulator-demodulator (Modem). The multiplex-demultiplex system combines various types of asynchronous input data into a single synchronous signal stream for transmission, and unscrambles it at the receiver into the asynchronous signals required to operate various data machines. The Modem transmits the combined digital data signal over a regular voice telephone line and recovers this data stream at the remote end of the transmission link. **For More Information Circle No. 108.**

the dryest liquid since the dry martini!

Take a dash of compactness, lace with new improvements, mix in a jigger of economy and, as a crowning touch add the photocopy liquid you never see! Presto!

Photorapid

ELECTRAMATIC

PHOTOCOPY MACHINE

Here is the machine that gives you...
Developer cartridge loading • No mixing, no pouring • You never see the liquid • Triple life to photocopy developer • Plug-in convenience • The finest photographic prints ever • Uniform copies every time

LOADS LIKE A GUN!

All you do is place the sealed developer cartridge in the PHOTORAPID ELECTRAMATIC, turn it on, and start photocopying. Turn it off and the developer automatically flows back into the cartridge. No mess, no fuss, no chemicals left out to slosh around and lose potency.

VERSATILE BEYOND COMPARISON

The PHOTORAPID ELECTRAMATIC skips nothing—copies everything... ...permanently!

Photorapid

CORPORATION

EASTERN DIVISION	CENTRAL DIVISION	WESTERN DIVISION
236 Fifth Avenue	3620 Oakton Street	142 Oregon Street
New York 1, N.Y.	Skokie, Illinois	El Segundo, Calif.
MU 9-3676	JU 8-1600	SP 2-2311

BETTER COPYING SYSTEMS FOR EVERY BUSINESS

☐ Sounds good! But I must have a FREE trial before I commit myself. Let us have a look at the ElectraMatic.

☐ I'd like more details before I take advantage of your FREE trial offer. Please rush me additional information.

NAME _____ TITLE _____

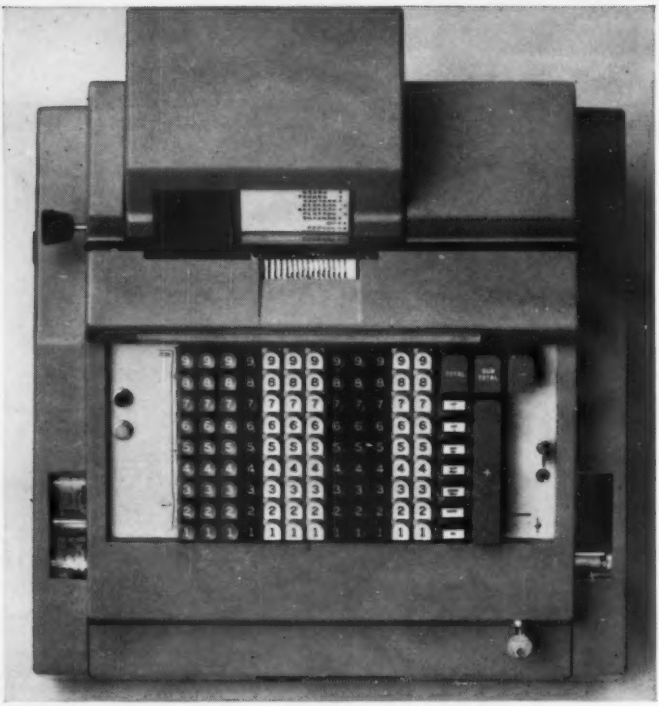
FIRM NAME _____

ADDRESS _____

CITY _____ ZONE ____ STATE _____

PHONE _____ Dept. C-8

For More Information Circle No. 259



What could go wrong with a tape punch adding machine this simple?

This is the Burroughs P 1100, first tape punch adding machine specifically engineered to capture data at the source. No cable hookups. Nothing tacked on. Everything—even the full-sized rewind tape spool—is contained and protected in one neat, compact unit, like a regular full-keyboard adding machine. It's as rugged and quiet and easy to operate, too. Punching isn't electrical—it's mechanical, at the instant the data is printed. This way, you never have to worry about the data on the punch tape not being identical to that on the printed tape. There's no need for an expensive electrical checking mechanism to make sure the tape is being properly punched.

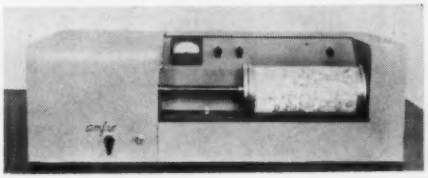
What's more, the Burroughs P 1100 gives you six protective locks, including one which prevents accidental punching during an operator's absence. Enforced use of keys and sequence interlock provides automatic rejection of incorrectly entered data on the keyboard.

Burroughs—TM

FREE BOOKLET . . .
on the trouble-free P 1100.
Just write to **Burroughs Corporation**
Detroit 32, Michigan.

For More Information Circle No. 229

Facsimile Transmission



THE AMFAX LINE of moderately priced facsimile communication equipment was introduced by American Facsimile Corp., Irvington, N. J. The compact transmitting and receiving units are table models and will transmit or receive written, printed or photographic copy over regular voice telephone lines, direct wire or by microwave radio at 3¼ minutes per letter-size document. The same telephone line can serve for both voice and facsimile communication. Any number of receivers will simultaneously reproduce copy from one transmitter. All clerical help can operate these machines with just two pushbuttons.

The unit produces clear, sharp copy. It transmits any kind of black-and-white copy from any kind of paper up to 8½″ x 13″. Operator may achieve 13 distinct degrees of shading between black and white. Units also transmit color which is received in varying tones of black and white. Machine can cut duplicating stencils at destination point. **For More Information Circle No. 106.**

THE tapefile LINE

OF PUNCHED TAPE ACCESSORIES

Keep Tapes & Documents Handy for Immediate Reference

TAPE FILE BINDER LEAVES

Sturdy, black pressboard with clear plastic pockets for each individual tape. Five tab positions.

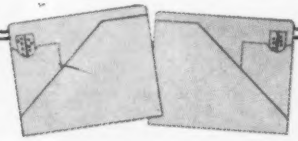
#5581 — 16 Pockets
#5581W — 8 Pockets

Fit file drawer and tub files too!

MAILING AND STORAGE BOXES FOR PUNCHED TAPES

Strong brown kraft boxes with slotted covers and metal closing tabs. Light-weight to mail, and oil-proof to eliminate seeping.

WRITE FOR FREE CATALOG



DATA PROCESSING FOLDERS

Slash front file folders that hold punched tape/cards and documents. Standard or legal size with left or right hand slash. Alternating pockets will equalize file build-up.

FILE DATA TAPES IN YOUR PRESENT TAB FILES

Single or twin pocket polyethylene lined envelopes for punched tapes. Single envelope 1⅝" or 2¼" wide, twin pocket envelope 3⅜" wide. Use them in a vertical or horizontal position in your present tab files.

SAMPLE PACKET

Envelopes & File Folders $1

DRESSER PRODUCTS

P. O. BOX 2035
PROVIDENCE 5, R. I.

For More Information Circle No. 389

SO NEW YOU MUST USE A BLINDFOLD

That way you'll really know what *automatic* means! Blindfolded, slip a single sheet of paper (memo, chart, drawing, photo — *anything, any color*) into the machine. What happens never happened before in office photocopying. The machine does everything. Activates itself. Supplies the photocopy paper. Exposes the original. Prints a copy. Trims it to exact size. Unbelievable! From start to finish — completely automatically — in much less time than it took you to put the blindfold on, slip the paper in, take the blindfold off!

Whether you presently have an office copier, are thinking about getting one, or wonder if one will do you any good — you owe it to yourself to get the Automatic story. It's as easy as mailing the coupon. Do it now.

TRANSCOPY AUTOMATIC

STOP! DON'T BUY THIS OR ANY OTHER PHOTOCOPIER BLINDFOLDED! MAIL COUPON FOR THE FACTS YOU NEED TO HELP YOU DECIDE!

TRANSCOPY, INC.
Dept. O-8
10 Paterson Ave., Newton, N. J.

Gentlemen:
I'd like to know all about your new Transcopy Automatic.

☐ Rush me the cost-saving "'61 Manual on Office Efficiency."

☐ I'd like to see the Transcopy Automatic in my office. Have your representative phone for appointment.

Name _____

Title _____ Phone _____

Company _____

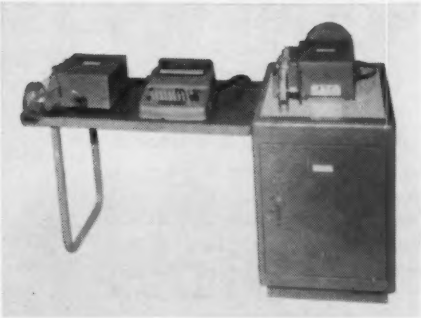
Address _____

City _____ State _____

scopy, Inc. Subsidiary of Anken Chemical and Film Corp., Newton, New Jersey

For More Information Circle No. 256

Tape Punch, Verifier



THE MODEL D875 Universal Code Punch and Verifier System was announced by Systematics Div., General Instrument Corp., Hawthorne, Calif., to provide a fast, accurate and economical means of manually punching and verifying paper tape from an original document. This completely integrated system punches and verifies for all systems (5, 6, 7 or 8-channel tape) and any code structure, at any speed up to 20 characters per second.

Capable of operation in any of four modes: punching from keystroking into tape on a one-for-one basis; punching some information from keyboard and duplicating other data from a tape loop in the reader; verifying a previously punched tape by comparing it with key depressions and punching a new, verified tape; and automatic tape duplication directly from reader to punch, character-for-character. Six combination pushbutton signal lights, an eight-position lamp display and a digital counter provide maximum operator control, convenience and accuracy. **For More Information Circle No. 103.**

Engler HOUR METER

. . . For Business Machine Economy

- **Increase Efficiency**
- **Improve Scheduling**
- **Eliminate Machine Inactivity**

Engler Hour Meters reduce total operating or rental cost of tabulating equipment and business machines by registering hours of actual machine usage. Effectively put records on an accurate basis and substantially reduce second shift payments. Many users have already realized large savings. Engler Hour Meters are easily installed and have been precision engineered and ruggedly built for years of dependable service. Reasonably priced. Write for detailed bulletin OF-8.

Engler Instrument Co.

250 Culver Avenue, Jersey City, N. J. Phone HEnderson 4-6500

For More Information Circle No. 292

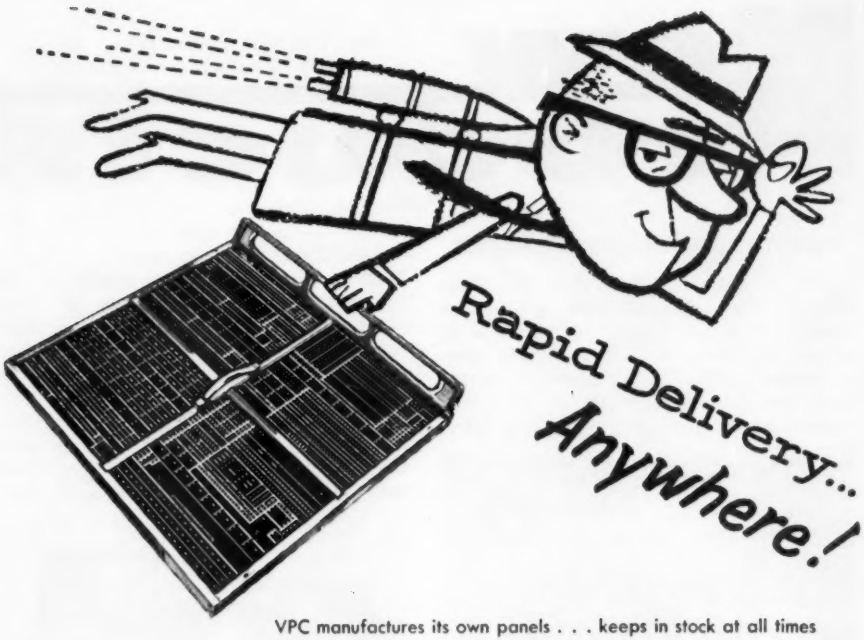
IBM 1401 PROGRAMMING TRAINING

Home Study Courses for people without technical training or experience.

Write for Free Catalogue

Business Electronics Inc.
Computer Department
420 Market Street
San Francisco 11, Calif.

For More Information Circle No. 293



VPC manufactures its own panels . . . keeps in stock at all times a complete line of quality-proven panels and wires . . . for the smallest installations to the largest and most modern IBM machines.

Shipment is made within 24 hours from stock. In case of rush orders — over-night delivery is made. A stock of control panels maintained at various locations throughout the country also assures prompt delivery.

When you want superior quality in Control Panels and Wires — unconditionally guaranteed — fast — get in touch with us.

VIRGINIA PANEL CORPORATION

WAYNESBORO, VIRGINIA

Wherever there's an IBM installation there's a VPC Representative nearby.

Manufacturing Plant located within over night delivery via normal overland transportation at over 60% of IBM installations in the United States.

VPC

VIRGINIA PANEL CORPORATION
Dept. OF • Waynesboro, Virginia

Yes, please send me complete details on outstanding features of VPC Panels, Covers and Wires

NAME_____

COMPANY_____

ADDRESS_____

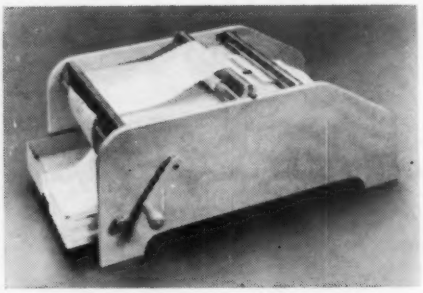
CITY_____ ZONE_____ STATE_____

For More Information Circle No. 240

New Products

CONTINUOUS FORMS BURSTER

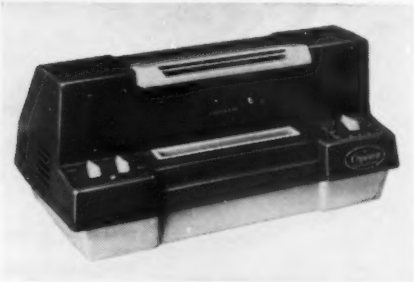
Tech Panel Co., 37 Milford St., Binghamton, N. Y., announces a low-cost continuous forms burster without knives, slitters or hammers. The manually operated model will burst all forms 3" to 11" long and of any width up to 15". The machine can burst even the last form.



Anyone can operate it. A single knob adjusts the machine for both proper form length and feed tray setting. It is almost impossible to jam the machine or crease a form beyond use. Machine is so maintenance-free, manufacturer believes it will be unnecessary to sell a service contract. The portable burster can be used on a desk top or small table. Its base dimensions are 31¾" by 18" and it weighs 45 lbs. ready for shipment. Costs $225 f.o.b. Baltimore. **For More Information Circle No. 128.**

PHOTOCOPIER

Copease Corp., 425 Park Ave., New York 22, N. Y., introduces its one-step office copier, the Crusader, which can copy anything, regardless of color of ink, pencil or paper stock. Exposing and developing are done in one process. Positive paper is automatically fed from within the machine and cut to any required length. No handling or mixing of developing solution which comes in throw-away plastic bottles. The Posi-Contact exposing process improves negative-to-original contact, resulting in better copies. Operator's hands remain free for continuous production feeding of originals. Seconds later she has a crisp black-on-white copy and original waiting on receiving tray. There is no paper wastage as every



inch of positive and negative paper is utilized. A foolproof ejection system guarantees safety of original which is always delivered dry and undamaged. No need for protective cellophane which may blur the image. The Crusader needs no dial adjustment for 96% of all copying and there's practically no paper waste because guesswork is eliminated. **For More Information Circle No. 203.**

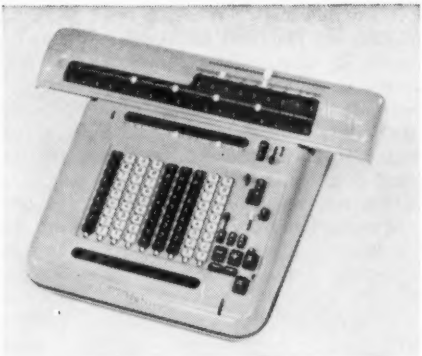
MICROFILM READER-PRINTER

Recordak Corp., 415 Madison Ave., New York 17, N. Y., announces the Recordak Reader-Printer, a reader which makes paper prints of documents on microfilm with push-button ease. It takes 16mm or 35mm film in roll form, aperture cards, or card-size film jackets. Fully

automatic in operation; operator merely pushes button to make a print of a microfilm record projected on screen. Paper and chemical cost is about 9c per print. Quick reference to records on film is made possible by simplicity of design which allows fast, easy operation. Images are enlarged to clear and sharp readability on self-contained 11″ x 11″ screen. When a paper copy is desired, it can be ready for use within 45 seconds. A variety of lenses provide prints up to 87% of original size, irrespective of reduction ratio at which documents were microfilmed. Prints 8½″ x 11″ are delivered cut to size, squeegee dry, from roll paper within the reader. No darkroom is required. Unit can be operated and loaded under normal room lighting. **For More Information Circle No. 141.**

CALCULATOR

Diehl Calculating Machines, Inc., 527 Madison Ave., New York 22, N. Y., announces the Diehl Supermatic V Calculator with a mechanism which automatically selects the fastest way to do any multiplication. To multiply by 9982991 takes only two seconds. Because it always selects the best arithmetic for any multiplication, this calculator gives enormous increases in figure output. It is faster, simpler to use, and has such features as stepped keyboard and special checking register to insure faultless entry of figures; single keyboard multiplication through X and = bars with programed clearances and accumulations. Decimal point in answers is given automatically. Figures can be squared automatically with a single setting on the keyboard. All division operations are fully automatic with the answer correctly pointed off. Costs $675. **For More Information Circle No. 187.**



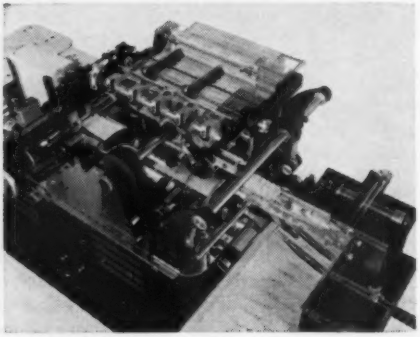
RADIO PAGING SYSTEM

General Dynamics/Electronics, Commercial Products Div., 1400 N. Goodman St., Rochester 3, N. Y., makes the Pagemaster selective wireless paging system that can be operated from several locations. It has a dialing system, like a telephone and small dial instruments (without handsets) can be placed as far as 12 miles from encoder equipment. Users merely dial a three-digit number to

page. This eliminates the need for signals to be set up from a single location. Major components are a transmitter, antenna and pocket receivers carried by persons using the system which sends out three consecutive pages, seconds apart, then shuts off automatically. While a page is being placed on one dial instrument, lights on boxes in other locations indicate that network is in use. A single page takes 20 seconds, including dialing and signalling the chosen number. Lights then go off and all dial instruments are ready for the next page. All dial instruments, including additional ones over the primary three-instrument hookup, are connected to the encoder by a single pair of wires. System operates in the Citizens Band as well as the 35 and 43 megacycle bands. There is no charge for FCC licensing and licenses are usually issued about 40 days after application. With the normal 5-watt transmitter, Pagemaster systems are usually operable within a one-mile radius; 30-watt transmitter increases range to three miles and larger areas can be covered by installing multiple transmitters. High-powered transmitter (up to 500 watts) can be used for city-wide coverage. **For More Information Circle No. 185.**

PRINT-OUT LABEL APPLIER

Cheshire, Inc., 1644 N. Honore St., Chicago 22, Ill., announces a labeling head which applies labels from left to right off



sheets containing labels three, four or five wide. Such label forms are printed directly by computers such as the IBM 1400 series from data on magnetic tapes. This direct print-out by computer on multiple-width label forms reduces printing time as much as 80% over one-wide strip preparation. The wide label forms are fed by tractors to a guillotine cutter on the labeling machine which shears off strips of three, four, or five labels. Strips of labels are then picked up on a wheel, cut apart, passed over a glue-applying roller, and applied to desired material at up to 18,000 labels per hour. **For More Information Circle No. 206.**

COPYING MACHINE

Smith-Corona Marchant Inc., 410 Park Ave., New York 22, N. Y., unveiled the Model 33 electrostatic desk-top copying machine, announcing that units are now being tested under normal operating conditions in offices and are expected to be

in production and marketed nationally early in 1962. Model 33 makes sharp, permanent copies from any original regardless of its color. The complete process takes only five to six seconds per copy. In routine office operation, a copy will cost less than 4c. Model 33 is expected to sell for $895 with leasing terms also available. Its dimensions are 15" high, 15" wide, 24" deep. The electrostatic process produces inexpensive copies utilizing a sensitized paper which is electrically charged, exposed and developed. Copy paper is automatically fed from a storage rack inside the machine, eliminating the

need for simultaneous handling of original and copy paper. Insertion of original sets electrostatic process in motion. Movement of original and copy is synchronized and, upon completion of the process, both are deposited in a convenient opening at the front of the unit. **For More Information Circle No. 189.**

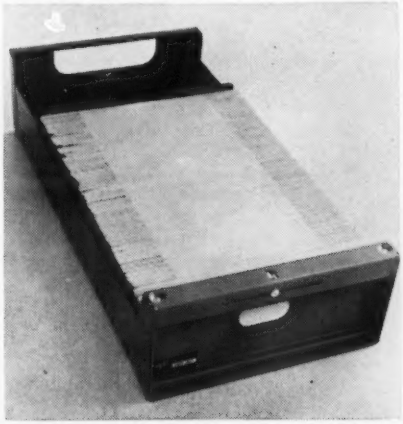
CHAIRS

General Fireproofing Co., Youngstown 1, Ohio, offers eight fully adjustable chairs in the contemporary Goodform 300 line of office seating including clerical, general office and executive chairs, adjustable for maximum comfort. A fully upholstered panel provides conformity of styling for the 300 line which includes eight general office chairs, five executive chairs, and six side or guest chairs. Decorator colors are available for the 19 models. Eight fully adjustable chairs, six side-

chairs and five swivel chairs all can be upholstered in a number of materials which include GF Vi-nel, Bedford Cord, studio and custom fabrics. Standard finish is natural aluminum, but three other color anodized aluminum finishes (ebony, bronze gold, antique bronze) are available. Several Comfort Master executive chairs have forged metal bases for maximum durability. This base is available on all other swivel models. **For More Information Circle No. 162.**

MICR READER-SORTER TRAYS

Wright Line Div., Barry Wright Corp., 160 Gold Star Blvd., Worcester, Mass., introduces Docu-Tray equipment for handling MICR checks. Racks hold the trays behind, and in line with, the pockets of

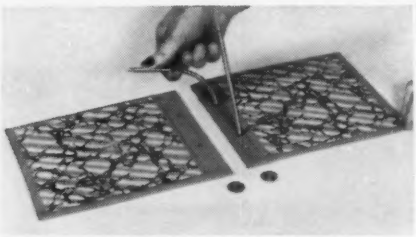


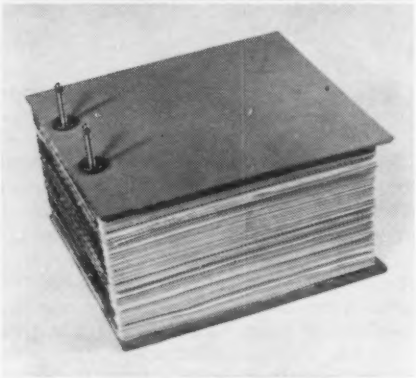
Burroughs and Pitney - Bowes - National Sorter-Readers. The IBM Sorter-Reader is serviced with a rack used in front of the pockets. In all applications, the Docu-Tray system speeds the processing, increases the sorting capacity of the machine and makes handling easier. Wright Line also has a three-level truck for use close to the feed of the sorter-reader to further speed handling, collection and transportation of checks. The truck holds 18 Docu-Trays. Brochures covering the full line of equipment for use with IBM, Burroughs or Pitney-Bowes-National systems will be sent if you specify system used and **Circle No. 207.**

POST BINDERS

Office Records Co., Box 347, Syracuse 1, N. Y., introduces three Orco Flex-I-File post binders: Series 202 Economizer, 606 Expediter and 808 Elite in starmist blue, mountain gray and sierra tan covers. Manufactured to each customer's specification to fit his forms, binders are made of durable, chip-resistant binders' board and long-wearing canvas fabric. Cadmium plated steel compression spring posts in-

sure neatness and prevent rust while providing flexibility to the user. Top cover, when in use, is secured firmly by cadmium plated lock-down washers. Easygrip cone-shape post tops protect both sheet punching and fingernails. Binder lies flat in use with everything easily readable and noth-

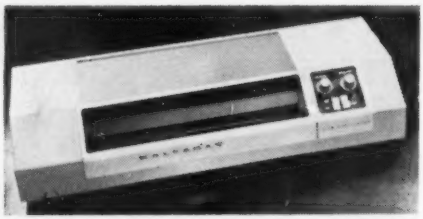




ing hidden in center margin even when filled to capacity. Sheets are easily inserted or withdrawn. Standardized spring posts come in 4″ and 6″ lengths for forms punching of ¼″ or ⅜″. Orco Flex-I-File binders permit instant accessibility to current records and permanent reference in storage without costly transfer procedures. Each binder comes with nails for final sealing of posts and top cover prior to storage. Fitted canvas backs for marking of contents identification are easily attached to covers with stapler. **For More Information Circle No. 186.**

X-RAY PRINTER

Copy Research Corp., 875 West 15th St., Newport Beach, Calif., announces a rapid printer for x-rays. Utilizing heat in a dry process, the compact machine turns out a reproduction in about one minute. The result is a high quality permanent image which is not affected by humidity or heat in storage. The Kalvaray Film Duplicator is desk-top size and turns out high quality paper or transparency reproductions of x-ray film. It will handle sheets up to 14″ in width and any desired length. Paper reproductions have the appearance of an original radiograph as seen on the



illuminator, while transparencies may be viewed directly or projected. Both paper and film are manufactured specifically for x-ray film reproduction by Kalvar Corp., New Orleans, La. Contrast is controlled by exposure variation to enhance important details and reduction of contrast for nonessential information. Machine is completely self-contained; no chemicals or liquids. Operation is automatic by push-button. No special training or facilities are needed for operation. It supplies accurate x-ray copies for extra consultations, teaching material, insurance claims, documentation and a variety of medical, industrial and business uses, while preserving original film from loss or damage. **For More Information Circle No. 408.**

TYPEWRITER

Torpedo Buromaschinen Werke AG, Frankfort/M.-Roedelheim, West Germany, announces the Torpedo Dynacord Typewriter with modern styling and technical design which incorporates features to ease, speed and improve work. Adjustable carriage enables varying the clearance between carriage and platen so that every impression is perfect, whether typing three copies or 15. This ends the perforation of letters on top sheets. Automatic margin setting is operated from the keyboard.

Machine has double letterspacer and adjustable, noiseless, rapid paper injector. Four-position ribbon control includes a center economy setting which makes it possible to utilize the whole width of a

single color ribbon. Carriages of different widths can be interchanged in any position without any machine adjustment. Standard carriage is 12½", sufficient for wide forms and long envelopes; other carriages are available in 15", 18" and 25" widths. A wide selection of distinctive types and keyboards for many professions and foreign languages is available. **For More Information Circle No. 179.**

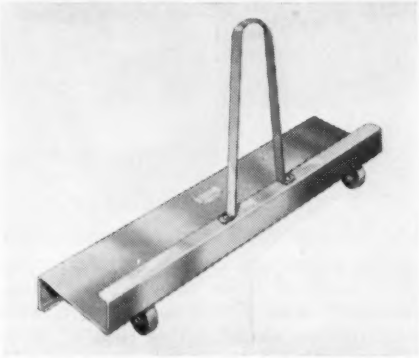
ELECTRIC CARD FILE

Acme Visible Records, Inc., 2208 West Allview Drive, Crozet, Va., offers the Electrofile which can handle thousands

of record or data cards and ends refiling. After use, cards can be put back at random anywhere in the file. Yet, at the touch of a finger on the Electrofile keyboard, the operator can produce any single card or group of cards instantly. Using the same keyboard, new cards are quickly coded for any desired classification: by name, by number, by class of information or by specific fact. **For More Information Circle No. 139.**

TABLE MOVER

Vogel-Peterson Co., Box 90, Elmhurst, Ill., introduces Table-Hop, a useful device and labor-saver for moving folding tables. With Table-Hop, one man can take from storage, set up and position any number of tables, heavy stage sections or choral and band risers; can wheel them away and return to storage in minutes without extra help. Table-Hop is prac-



tically self-loading; no lifting required. It wheels, rotates, pushes or pulls about easily on two wide tread rubber tired casters. Ends floor damage from dragging and dropping tables and damage from heavy storage trucks. Built of heavy gauge steel with lasting plated finish, it is engineered to safely load, hold and convey standard make folding tables. Said to cost less than one extra helper for one occasion and will give a lifetime of service. **For More Information Circle No. 137.**

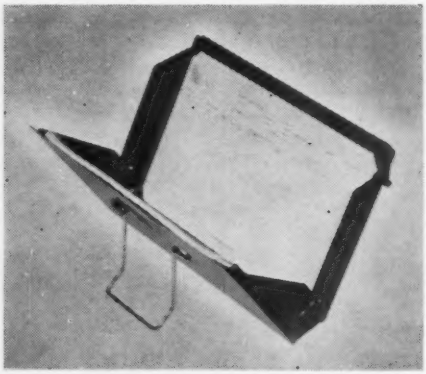
MAGNETIC INK CHECKS

Carbon Business Forms Co., 880 East 72nd St., Cleveland 3, Ohio, offers special commercial, voucher and machine

payroll checks coded with magnetic ink. These checks can have hot wax carbon spotted on the backs where required, or attached carbon if preferred. **For More Information Circle No. 184.**

PORTABLE POSTING TRAY

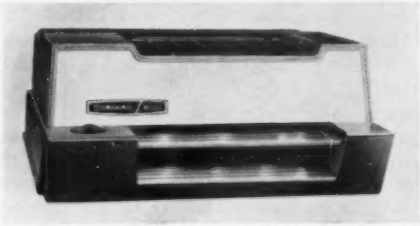
National Cash Register Co., Dayton 9, Ohio, has added a portable posting tray with dual purpose handles to its line of posting equipment and accessories. Available in seven models for holding forms from 6" x 11" to 18" x 11". Handles fold



down to provide sturdy support for the tray when it is in open position, automatically lock in carrying position when the tray is closed. Tray has 3" filing capacity to file about 300 sheets. Lightweight steel construction in tan finish blends with any office decor. Corrugated aluminum base prevents sheets from slipping or binding at the bottom of the tray. When not in use, closed tray can be easily filed or stored in a vault to prevent unauthorized access to records. Tumbler lock and key afford added protection. **For More Information Circle No. 140.**

COPYING MACHINE

Cormac Photocopy Corp., 80 Fifth Ave., New York 11, N. Y., offers the Cormac 600 fully automatic copying machine that produces four prints a minute and copies any original, regardless of color, up to 11" wide by any length. It automatically turns itself on when an original is fed into it, makes the exposure, adjusts itself to the length of the original, trims the positive and delivers developed prints flat and dry. Makes clear black-and-white, high quality copies that are permanent and legally acceptable. It is roll-fed (150 ft. of copy paper is stored in unit) to eliminate stocking various size cut sheets of negatives and positives. Attractive casing of the 22" wide, 18" deep, 10" high copier is molded of high impact polystyrene. Weighing 65 lbs., machine is easily accessible for operators to replenish paper. One-piece plastic top, hinged at rear, flips up to expose entire mechanism.



Developer tray and rolls slide out for easy cleaning. Reserve tank inside machine automatically refills developer tray. Solution flows into the tray through a feed line when fluid drops. A single control is used for exposure. Wide photographic latitude compensates for variance in quality of originals, producing a usable copy every time, and eliminates waste experimental copies. Copies are often better than a poor original. No paper safe or extra equipment is needed. Visual and audio signals indicate need for new paper supply. Price of unit is in the $600 range. **For More Information Circle No. 173.**

ACCOUNTING FORMS BINDER

Acco Products, Div. of Natser Corp., Ogdensburg, N. Y., makes the Acco Plastic Post Binder for both burst and unburst marginally punched forms. Crack-proof red vinyl plastic posts fit through the small holes in the forms and lock them firmly in the all-metal fastener. Forms can be added or removed from both front and back. Because of its simple operation, the Acco Plastic Post

ONLY...THE BOHN CONTEX CALCULATOR ADDS, SUBTRACTS, MULTIPLIES AND DIVIDES FOR...$125*!

*PLUS F.E.T.

If you pay high salaries to pencil-and-paper mathematicians for wrong answers...if you think $500 calculating machines are too expensive... then you should learn the facts about the *only* first-quality calculator that does *all* the work of the much more expensive machines fast and accurately for about one-fourth the cost. Send in this coupon *today*.

Bohn Duplicator Co., 444 Park Ave. S., Dept. C-15, New York 16, N. Y.

☐ Please arrange a demonstration of the Bohn Contex in our office without obligation.

☐ Please send further information on the Bohn Contex.

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For More Information Circle No. 255

Avoid Losses! Avoid unexpected troubles!

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Write for illustrated brochure describing full application of office paper shredders.

MICHAEL LITH sales corp.
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■ Dealer: Write For Profitable Sales Plan.

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2. Quieting the office.
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HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
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72 Madison Ave.
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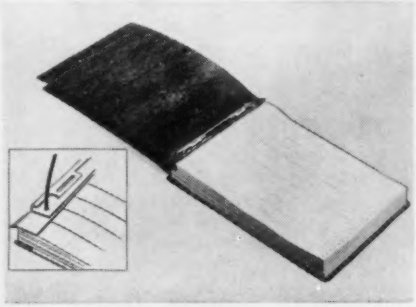
For More Information Circle No. 298

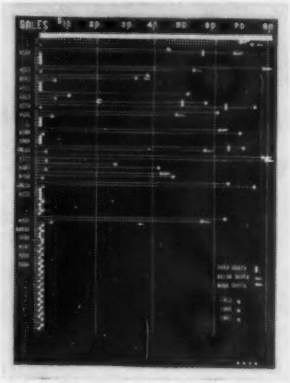
Binder is said to take 25% less time to assemble, load and unload. Binder opens flat so that the inner margins of forms are visible. Because covers are flush with the forms, and there is no excess bulk or



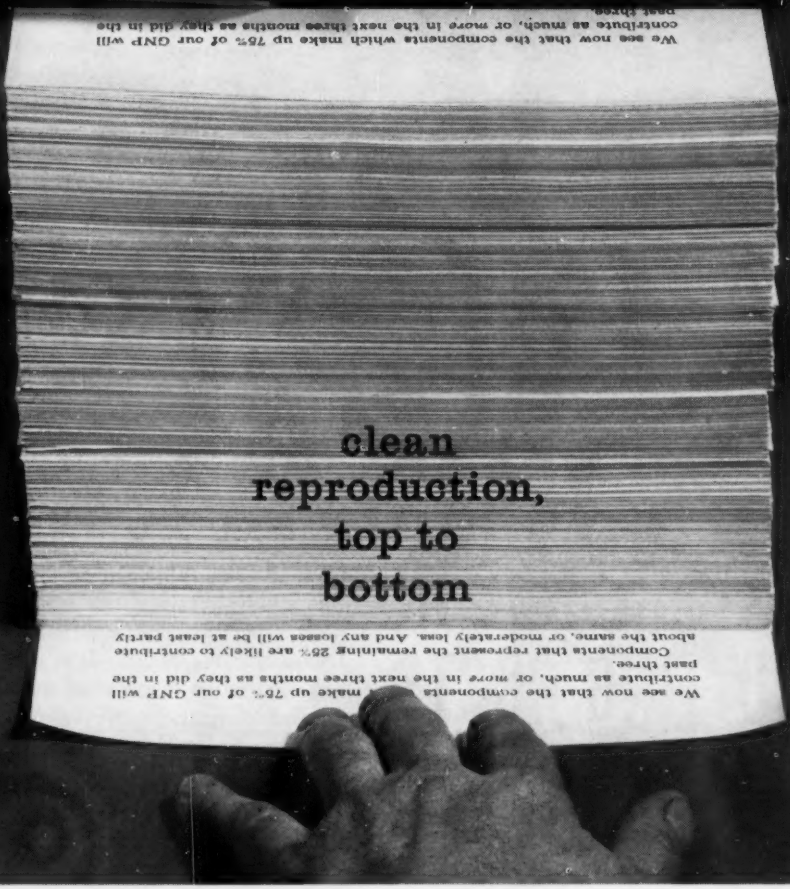
bulge, filing and stacking are easy. Capacity is 6". A wide variety of sizes is available to fit any marginally punched sheet. Covers are made of tough, flexible pressboard, embossed for easy labeling, in a choice of 12 colors for color-coding. **For More Information Circle No. 133.**

CONTROL BOARD

Pryor Marking Products, 434 S. Wabash Ave., Chicago 5, Ill., announces the Movichart for stock control, sales control and progress, production planning, organi-



zation, machine loading efficiency, safety, incentive, etc. Movichart systems offer a variety of parts and signals, most constructed of durable, break and chip-resist-



...with new Stan-Pak Run-Rite Papers

Not even the most competent offset or duplicator operator can get top results with defective paper. Words are lost. Time is lost. Tempers are most assuredly lost!

To avoid any chance of hit-and-miss reproduction, turn to the new line of papers specifically designed to get maximum performance from your office machines—Stan-Pak* Run-Rite.*

Trouble-Free Running

Take *flatness*. We laboratory-test all Run-Rite papers right on the duplicating machines they're made for. They come to you flat. Lie flat in the machine. And *feed* flat.

But really trouble-free running calls for many *more* qualities. Controlled moisture to avoid static conditions and insure good printability. Accurate trim and finish to prevent feeding jams. Even caliper, uniform weight and careful surface sizing to give you sharp, clean ink impressions. You get them *all* in Stan-Pak Run-Rite Papers.

527 Grades, Sizes and Types

This brand new line answers just about every office need in printing and duplicating papers. Under the Stan-Pak Run-Rite name you'll find the exact grade, color and weight you want—at a sensible range of prices to suit your budget.

Next time you order paper, try the brand that's made to *run right*. Through the duplicating machine. On the press. In the typewriter.

We're confident you'll specify it every time.

STANDARD PACKAGING CORPORATION
NEW YORK 17, N.Y.

Circle No. 245

4,142 YEARS EXPERIENCE IN CUTTING COSTS

YOUR BEST ALLY in combating today's profit squeeze is the experience of your Dictaphone Representatives. Each is trained to do an accurate survey of your communications set-up and to recommend changes that will increase efficiency and cut costs. The combined experience of these men exceeds 4,142 years. ▪ Dictaphone Corporation is the oldest name in this field. Its sole interest is business communications. For over 70 years, its experts have been consulting with businessmen across the country in the search for better, more economical methods. ▪ The fruits of such research have been demonstrated time and again by continual improvements in the company's products . . . by the development of many new uses for them. For example, the Dictaphone® TIME-MASTER® shown above is the most advanced dictating machine ever made. ▪ Its functional simplicity and super-efficiency were made possible by the evolution of the Dictabelt® record. Experience shows that the ideal dictating medium should have specific characteristics. The Dictabelt has them. It's mailable, fileable, truly disposable (costs just 4¢ and obviates costly rehandling). You get a clean, fresh surface every time. With Dictabelt you have the advantage of *sound you can see* because your recording is visible. You watch your voice record, gain confidence from always knowing exactly where you are. ▪ If you're feeling the profit squeeze, better call in your local Dictaphone Representative for consultation. He can help you cut communications costs up to 30% with individual Time-Masters or a Telecord phone dictation network.

P.S. Along with its experience in manufacturing and research, Dictaphone maintains by far the most expert and experienced service organization in the entire industry.

Dictaphone®
CORPORATION

Dictaphone Corp., 730 Third Ave., N.Y. 17, N.Y.

For More Information Circle No. 235

ant plastic and available in vivid colors. The system is engineered for quick, easy changing and maintenance. No writing, typing, etc., is required after original set-up. Rigid perforated panels are available in a variety of sizes, framed or unframed. Special 6″ sq. Bild-On panels lock together to form any size or shape of board, or for easy expansion later. Movichart panels offer more than 2300 signalling positions to the square foot, providing an extensive amount of information in minimum wallspace. **For More Information Circle No. 191.**

MICROFILM READER-PRINTER

Minnesota Mining & Mfg. Co., Dept. S1-271, 900 Bush Ave., St. Paul 6, Minn., announces a microfilm reader-printer capable of enlarging or reducing the projected image without loss of focus. Filmac 300 Microfilm Reader-Printer, third reader-printer marketed by the firm, gives more flexibility in the size of prints and accepts either 16 or 35mm film in

roll, aperture card, jacket or film sheets. Two projection lenses provide magnification of eight to 20 diameters and copies can be made any size up to 11″ x 14″ in less than ten seconds by push-button. No operator training is necessary and copies are ready for immediate use. Screen is 11″ x 14″ and unit accepts both 8½″ and 11″ wide rolls of print paper. Any material ordinarily recorded on 35mm film at reductions below 20 diameters can be enlarged to full size Records recorded at 20 diameters are reproduced at 83% of original size. Unit is 26″ high, 21½″ wide and 46″ deep and weighs 220 lbs., operates on 110-120 volt, 15-amp AC. Price installed is $3600. **For More Information Circle No. 142.**

PORTABLE TYPEWRITER

Standard Voss Corp., 334 E. Weber Ave., Stockton 2, Calif., is national distributor of the West German Voss Learnette portable typewriter which has 44 ribbed spring steel typebars for precise alignment and responsive action. Other features include two-color ribbon; single, 1½ and double spacing; plastic alignment

guide, contoured carriage return lever, paragraph device and removable top plate. Machine's main frame is duraluminum and outer frame is steel, finished in blue and ivory, or two-toned beige, baked enamel with chrome trim. Neoprene strips between inner and outer frames reduce noise. Designed for grade school students and their parents. Instruction book, "Johnny Learns to Type," is written in story style to teach children the touch systems. Kit contains keytop blanks, keyboard chart, paper and eraser. Parents can learn with the child. Machine retails at $64.50; $69.50 with book and kit, plus excise tax. Leather carrying case with attractive plaid lining holds machine, book and kit. **For More Information Circle No. 126.**

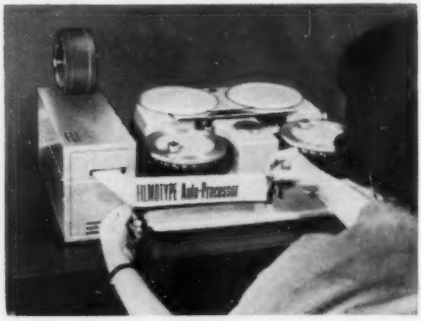
CHAIRS

Howell Co., 434 South 1st St., St. Charles, Ill., announces that a sculptured form is achieved in its A820 armchair. The one-piece curved plywood base on seat and back has a tapered, smoothly rounded top. Rollover front of seat adds to the form fitting look. Upholstery in bright colors of Naugahyde supported vinyl has a padding of polyfoam for com-

fort. Neatly tailored look is achieved with a self-welt around the edge of seat and back. Bronzite or satin chrome finished frame of ⅞" square tubular steel is welded into one piece for strength. Back legs extend as a wall saver. Angular plastic feet enable easy sliding of chair. Warmth of wood is present on the solid walnut arm rests, placed to give the light look of contemporary design. A companion A819 sidechair without arms also is available. For colorful folder on Howell metal furniture, **Circle No. 157.**

PHOTOCOMPOSING MACHINE

Filmotype Corp., 7500 McCormick Blvd., Skokie, Ill., announces that a fully automatic processing machine that develops, fixes and washes Filmotype copy is available for the Filmotype Photo-Lettering and Typesetting Machine. Automatic processor completely eliminates usual photographic developing and fixing of copy by hand. Exposed Filmotype copy feeds into loading magazine which feeds into Filmotype processor where it is automatically carried through developer, fixing solutions and water rinse. All excess water is squeegeed off in machine during final stages of processing to speed drying. Developed copy is a sharp, black



repro-proof, permanently fixed and ready for paste-up. Compact in size and sturdily constructed, processor comes with two loading magazines. As one magazine automatically feeds the processor, other magazine in Filmotype can receive additional copy as it is composed. For more information and prices, **Circle No. 144.**

TABULATING LABELS

Avery Label Co., 1616 S. California Ave., Monrovia, Calif., has developed a paper stock for its Tabulabels which is

superior in smudge resistance. It overcomes the problem, in machine accounting and similar applications, of ink smears

At last...a nice way, a clean way to dust with "SCOTCH" Brand Dusting Fabric

"Scotch" Brand Dusting fabric makes messy dust cloths and oil rags as out-of-date as high button shoes!

New fast working "wonder" fabric with millions of tiny dust traps picks up dust and holds it . . . leaves no telltale trail of lint and oily film.

Soft and pleasant to touch, "Scotch" Brand's non-woven fabric can't scratch or mar the most delicate surfaces. But it's also surprisingly tough and resilient —and the highly absorbent sheets can be used over and over.

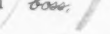
Ideal for desk tops, file cabinets, telephones, lamps and fixtures, books, pictures—anything around the office.

This new disposable dust cloth keeps your hands clean —makes dusting almost fun!

Handy 30 yard roll gives you 60 generous dusters.

Try it—"Scotch" Brand Dusting Fabric—and you'll never dust with anything else!

Hate cleaning typewriters?

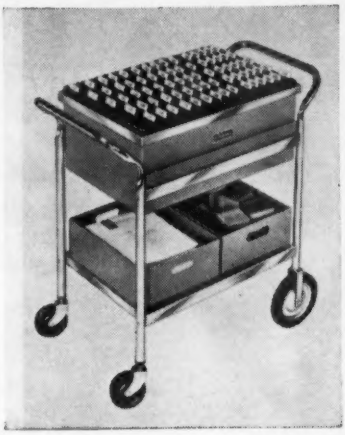
Who doesn't? But the time does come when the type gets so dirty the keys stick together and type **like this!** Then what do you do? Use a messy solvent that stains your fingers or a gummy putty that ruins your manicure? Or a liquid brush cleaner that spots you from head to toe? Now there's a brand new remedy for this unpleasant chore--a remedy as easy to take as a coffee break. It's **"SCOTCH" Brand Typewriter Cleaner.** It lets you type the dirt away. How easy can life get? All you do is roll **"SCOTCH" Brand Typewriter Cleaner** into your machine. Set the typewriter on stencil and strike each key several times. YOU'VE DONE IT! You've typed the dirt away! And look at your hands--they're still lovely to look at, aren't they? Best of all, here's news your boss will love "SCOTCH" Brand Typewriter Cleaner costs less than a nickel per cleaning. So don't forget to remind him  to get you your **"SCOTCH" Brand Typewriter Cleaner No. 575** today!

MINNESOTA MINING AND MANUFACTURING COMPANY
...WHERE RESEARCH IS THE KEY TO TOMORROW
3M COMPANY

making printed data illegible. Tests during the past year indicate Avery Tabulabels cannot be smudged under the most severe conditions. In one test a brand new ribbon was used and printing could not be smeared while the Tabulabels were still in the imprinter. Tests were conducted in actual tab rooms in various machine accounting operations. The new stock makes Tabulabels more versatile for high-speed imprinters used for data processing. **For More Information Circle No. 192.**

MAIL & FILE CART

W. A. Charnstrom Co., 422 South 7th St., Minneapolis 15, Minn., offers the Charnstrom dual purpose cart for mail distribution as well as a mobile filing cabinet. Large rubber-tired wheels, oilite bearings and removable axle allow easy steering and pushing on irregular floor surfaces, and long service. Filing compartments are electrically welded rust-proof metal reinforced for rigidity and finished in blue-gray baked enamel. Frame and uprights are chromeplated, creating a permanent finish that blends with any



office decor. There are no exposed parts or surfaces to catch clothing, snag stockings or mar furniture. Cart is narrow

VOSS Presents

● A NEW IDEA
● FOR NEW PROFITS

The LEARNETTE MODEL for Grade Schoolers — with clever new book "Johnny Learns to Type" — the Story book method of learning — plus kit (Key blanks-paper-chart, etc.) — All for $69.50*

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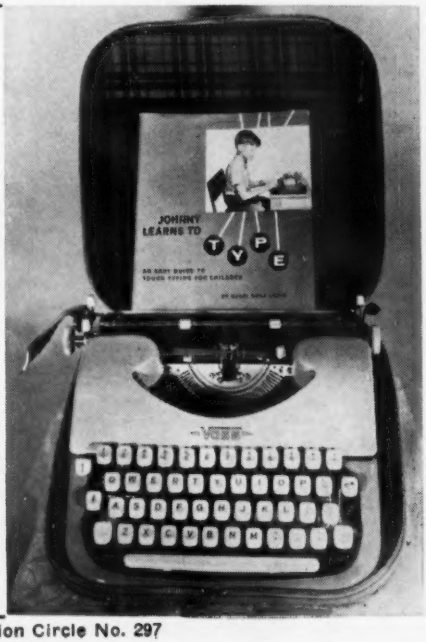
* Plus F.E.T.



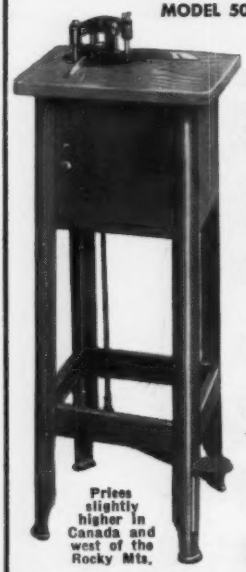
For More Information Circle No. 297

Shear-Action
CORNER ROUNDERS

MODEL 20

$25.00
Prices include one plug-in cutting unit.

MODEL 50 (Foot Operated)



ADVANTAGES:

1. Clean-cut shearing—no chopping.
2. Self-honing knives stay sharp longer.
3. Automatic chip disposal.
4. No bolting of knives to head.
5. Change cutting unit in 3 seconds.
6. No replacement of cutting blocks.

Prices slightly higher in Canada and west of the Rocky Mts.

$78.00

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LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 337

enough to handle easily in narrow aisles, yet offers maximum filing space and capacity. All filing compartments are easily removed for safekeeping. Handles at both ends are at easy operating height. Sells for $59.50 f.o.b. above. **For More Information Circle No. 163.**

PHOTOCOPIER

Burton Mount Corp., 2147 Jericho Turnpike, New Hyde Park, N. Y., offers the Polymicro Combination Copier, manufactured in France, which produces glossy photos from negatives in ten seconds at less than 10c each. Machine makes stat

or glossy prints, translucent masters, lithographic proofs, or office copies of anything in any color that can be seen. Two basic sections are combined in one unit. Exposure section has contact printer with automatic exposure control for 14″ wide cut sheets or continuous rolls. Chemicals in developer section develop, stabilize and dry almost immediately, producing permanent copies in seconds. Automatic applicator and squeegee rollers make the copy instantly usable. Machine can be used for proofing film negatives by contact, or providing paper negatives for offset. **For More Information Circle No. 117.**

SELF-ADHESIVE STOCK

Pressure Sensitives, Inc., 7600 S. Greenwood Ave., Chicago 19, Ill., offers a large assortment of self-adhesive papers, film and foils in stock sizes for custom printing. Included are cast coated, C1S litho; vellum, C1S tag, rubber impregnated, fluorescent, foil, casein coated metallic, clear acetate, metalized acetate,

Design for a Travel Bureau Executive

Your company is judged by the office you keep...

The first impression is a most important impression! Cole Steel office furniture will create the office you want—the impression you want to give. By its rich look, by its integrity of design, Cole instantly tells of quiet good taste. Cole equipment creates an atmosphere of comfort and luxury that will impress your visitors and make your office an inspiring place to work. See for yourself why Cole Steel is so far ahead in the office equipment field. Free: send for our latest full color catalog...today! Cole Steel Equipment Co., Inc., Dept. 27, 415 Madison Ave., New York 17, N. Y.

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For More Information Circle No. 346

MOON

5 WAYS THE MOORE MAN CAN GIVE YOU A HAND

1. CONTROL Your system procedures should be tailored to give you a firm grasp of every operation – this means control! The Moore man can help reduce waste by analysis, by flow-charting and by designing a system for control and for results in 2. Cost, 3. Savings, 4. System, 5. Speed. You build control with Moore Business Forms.

An extra 'employee' working for you – Which forms should you have? The Moore man isn't limited – he can furnish any forms construction. He knows systems and data processing equipment. He's backed by Moore's research teams who are at work designing the forms of the future. Moore's plants are located near you for fast service.

MOORE BUSINESS FORMS

Moore Business Forms, Inc. • Niagara Falls, N. Y. • Park Ridge, Ill. • Denton, Tex. • Emeryville, Calif. Over 300 offices and factories in North America.

For More Information Circle No. 277

Another Achievement from Monroe

Never before has so much accounting function been compacted into so small a machine. Or so low a price. This is the President, newest and finest of Monroe's famous accounting machines. Hardly larger than an electric typewriter, the compact President relegates pen-and-ink bookkeeping methods to the category of extravagance. Over its long life, the President can be relied upon to radically diminish salary and overhead expenses. Its peak performance is guaranteed by Monroe's nationwide service organization. Many businessmen, especially those using pen-and-ink bookkeeping methods, will be pleased to learn of our no cost, no obligation trial offer.

MONROE

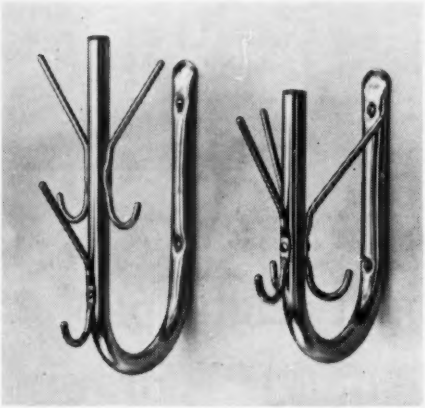
GENERAL OFFICES: ORANGE, NEW JERSEY, A DIVISION OF LITTON INDUSTRIES • SALES AND SERVICE THROUGHOUT THE WORLD.

For More Information Circle No. 347

clear Mylar, metalized Mylar, pure vinyl, and convention badge paper. Adhesive is protected by a backing paper until ready for use. Adhesive release formulation enables consistent, easy removal of backing paper. Both an easily removable adhesive and a permanent adhesive are available. A kit of samples, ideas for use, price list and selection guide is available to firms equipped to print on pressure sensitive materials. Write above address.

WALL COSTUMERS

Bevco-Precision Mfg. Co., 831 Chicago Ave., Evanston, Ill., makes Wall Bracket Costumers for small waiting areas where only a few coats and hats must be accommodated. Hooks are formed to hug the tube, making tighter attachment possible with a single screw for easier assembly. Oval head, countersunk screws give neater, more finished, appearance. Sturdily made



of 1", 18-gauge tubular steel; finished in mirror bright top quality chrome or baked enamel in bronze mist, desert sage, hammered gray, mist green, etc. Available in two sizes: No. 403, 3-Hook Wall Bracket, 12" high, retails at $3.45. Hooks are spaced 120° apart so that each hat hangs with a minimum interference with hats on other hooks. No. 404 3-Hook Wall Bracket, 15" high, retails at $3.95. **For More Information Circle No. 165.**

THE ALPHA SERIES

FUNCTIONAL ...MODULAR

Fine WOOD Office Furniture

The beauty of selected woods, the careful construction of fine furniture, and the rigidity of steel or aluminum pedestal supports . . . all are combined in The Alpha Series for carefree, decorative, long-time use. 32 pieces — 8 desks, 11 functional cabinet units, and 13 other accessory pieces — to handsomely meet your every office need.

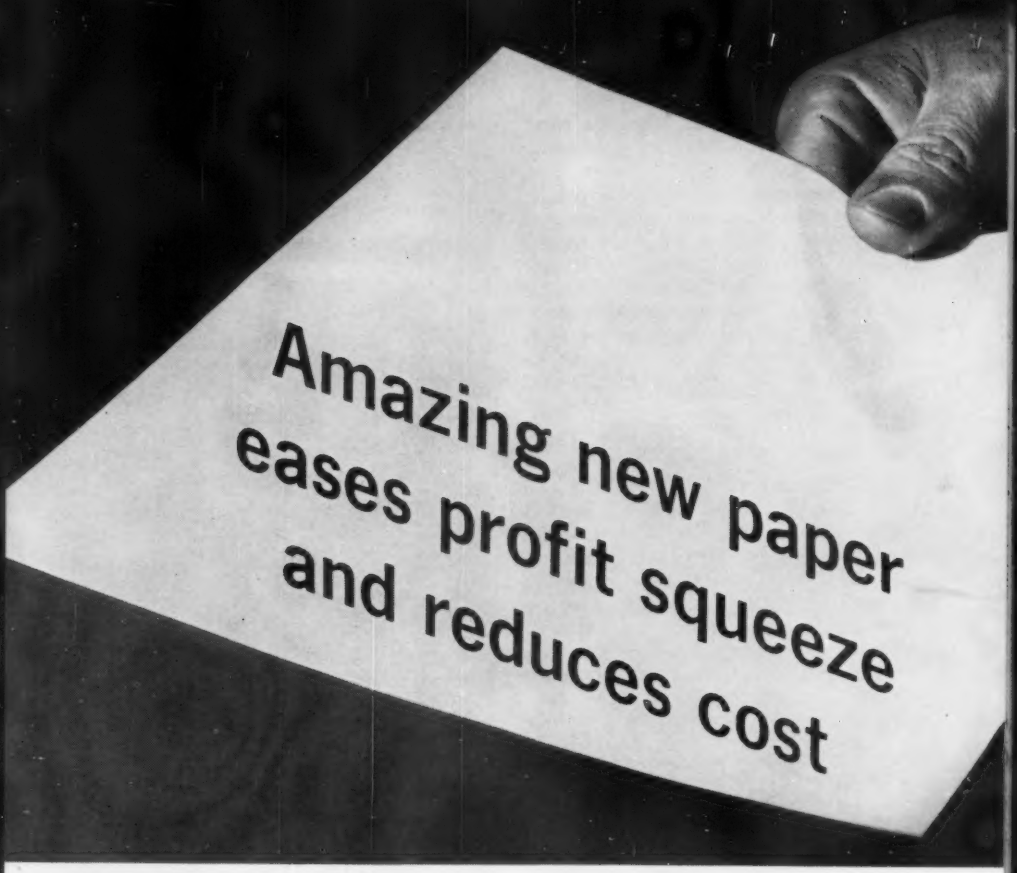
Features include: Genuine Walnut exteriors; steel A-frame or aluminum H-frame leg standards on desks — 1" square steel or aluminum legs on cabinets (all legs have adjustable glides); full extension slide on file drawers; extruded aluminum drawer pulls (satin brass or satin aluminum finish).

Write for descriptive folio and dealer's name

"BUILT TRUE CLEAR THRU"

HOOSIER DESK COMPANY
Jasper, Indiana

For More Information Circle No. 300



New A. B. Dick AZOFAX PROCESS turns a sheet of lightweight paper (and the data written, typed, drawn or printed on it) into a duplicating master in 4 seconds – automatically. Cuts cost of duplicated copies to less than ½¢ each.

A·B·DICK
DUPLICATING PRODUCTS

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For More Information Circle No. 339

HOW

a sheet of special paper can ease profit squeeze and reduce costs

FIND OUT HOW TO:

- cut the cost of forms printing
- reduce the size and cost of multi-part carbon sets
- free office personnel from actual master preparation
- use your original copy to image a duplicating master in 4 seconds—automatically
- get *all* copies needed of output from teleprinters, tabulators and automated business machines
- speed engineering and change paperwork
- eliminate costly overloads on diazo and whiteprinters

MAIL THIS CARD TODAY FOR FREE 4-PAGE FOLDER!

First Class
Permit No. 1877
Chicago, Ill.

BUSINESS REPLY MAIL
No Postage Stamp Necessary if Mailed in the United States

POSTAGE WILL BE PAID BY

A. B. DICK COMPANY
5700 West Touhy Avenue
Chicago 48, Illinois

HOW

a sheet of special paper can ease profit squeeze and reduce costs

FIND OUT HOW TO:

- cut the cost of forms printing
- reduce the size and cost of multi-part carbon sets
- free office personnel from actual master preparation
- use your original copy to image a duplicating master in 4 seconds—automatically
- get *all* copies needed of output from teleprinters, tabulators and automated business machines
- speed engineering and change paperwork
- eliminate costly overloads on diazo and whiteprinters

MAIL THIS CARD TODAY FOR FREE 4-PAGE FOLDER!

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5700 Touhy Avenue
Chicago 48, Illinois

Gentlemen: Please send me, by return mail, your 4-page Azofax facts folder.

Name _____

Position _____

Organization _____

Address _____

City _____ *Zone* _____ *State* _____

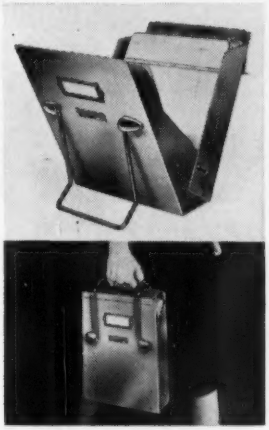
PAPER DRILL

Challenge Machinery Co., Grand Haven, Mich., announces the Challenge Three-Spindle Model EH-3 Paper Drill with three drilling heads which are easily adjustable for all hole spacings from 3½" to 4½". Designed for use where a large part of the work is standard, three-hole 4¼" spaced drilling which constitutes about 80% of the average paper drilling. Many other types of work can be handled. By removing the extra hollow drills, single and two-hole drilling can be done. The unit has a standard sideguide with auto-

matic trip. Spacings as close as ¼" apart can be obtained on consecutive holes. Index drilling can be done three holes at a time using the adjustable sideguide. Model EH-3 also has an hydraulically operated drilling head which operates at 30 strokes a minute. All sizes of drills from ⅛" to ⅜" can be handled with three spindles operating or up to ½" with one or two spindles. **For More Information Circle No. 170.**

PORTABLE POSTING TRAY

Wilson Jones Co., 209 S. Jefferson St., Chicago 6, Ill., announces the Porta-Ref portable machine posting tray to house machine or accounting board forms in smaller offices, or a convenient-size portion of the records of larger installations. In addition to housing accounts receivable, accounts payable, general ledger and payroll records, it is suited for cycle and charge account billing. Compact, lightweight, and easy-to-carry, it has two handles which turn down, when tray is open,



to support and prevent tray from tipping. When top cover is lifted, tray opens and presents the forms for immediate reference. To safeguard contents, cover has a lock. Finished in tan baked enamel with rubber feet to prevent marring desks and files. A label holder allows identification of contents. Each Porta-Ref holds up to 3" of sheets from 6½" x 10" to 12" x 12". Wilson Jones also makes forms and indexes for the Porta-Ref. **For More Information Circle No. 125.**

SELF-STICKING LABELS

Labelon Tape Co., Box 121, Canandaigua, N. Y., announces a self-sticking label for laboratories and hospitals or permanent indoor usage. MC-L Labelon consists of a pressure-sensitive matte material that can be written or typed on and covered with an attached clear layer of Mylar plastic for permanent protection. Particularly adapted for use on round or curved surfaces. Mylar covering resists water, dirt and sunlight; is not affected by grease, oil or acids. Writing under the cover cannot be altered or marred in any way, and labels resist heat to 300° F., or cold to —100° F. Available with borders

THE BOSTITCH B-12—MODERN EXECUTIVE STYLING WITH A FLAIR FOR EFFICIENCY

and it fastens to fit the job—either permanently or temporarily. See this stapler and the "everyday" B8R, in their exciting new colors, green and beige, in addition to the popular gray and black models.

AT YOUR STATIONER'S

BOSTITCH®
STAPLERS AND STAPLES

308 Briggs Drive, East Greenwich, Rhode Island

For More Information Circle No. 268

in black, blue, red or green for filing or identification and conveniently packaged in small tray-type boxes. Sizes range from

5/8" x 1½" to 2" x 3¼". In the smallest size, price is 1c per label. For further details, prices and samples, **Circle No. 169.**

SPIRIT CORRECTION FLUID

Perfecopy Co., 9600 W. Ogden Ave., LaGrange, Ill., offers correction fluid for correcting errors on spirit masters without scraping. Fluid is said to be faster and easier than adhesive strips, coats over

the error allowing correction to be typed on the coating. It is also used for blocking out on spirit masters. Its white color assures coverage and proof checking. Comes with proper size brush for exact application; dries in 40 seconds. Retails for 65c. **For More Information Circle No. 174.**

IN 10 SECONDS
Make Completely Finished
GLOSSY PRINTS
Perfect for Reproduction

STAT PRINTS
On Matte or Glossy Stock

LITHO PROOFS
Or Negatives to "Burn" Plates

TRANSLUCENT MASTERS
For Diazo Machine

Microfilm Enlargements
From Roll or Aperture Cards

ENGINEERING COPIES
Of Whiteprints and Blueprints
All Up To 42" Wide

With the Incredible
POLYMICRO
Universal Copier

An Instantaneous Low Cost Photographic Process With Unbelievable Quality! No Darkroom Needed! Holds 240 Line Screen – No Fill! Sheet or Roll Paper Stocks For Every Purpose. Ideal For In-Plant Reproduction and Graphic Arts Departments. So Simple To Operate!

Write Today For Complete Details, Dept. **N-1**
Burton Mount Corp.
Exclusive US Distributor
2147 JERICHO TURNPIKE
NEW HYDE PARK, NEW YORK
Pioneer 1-7770

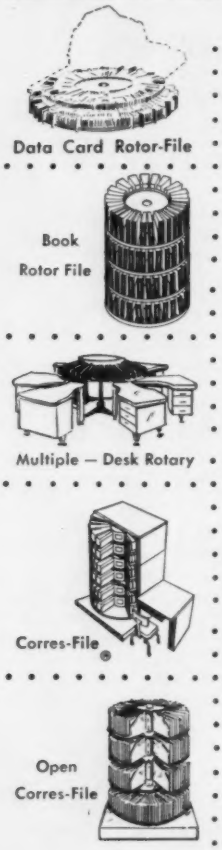
For More Information Circle No. 301

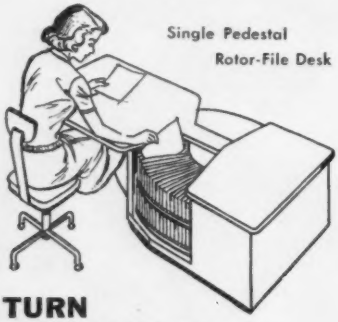
OFFSET PLATE GUM

Polychrome Corp., 2 Ashburton Ave., Yonkers 2, N. Y., introduces a dual-purpose chemical solution, 862 Gum-Etch, formulated to improve results obtained with Granekote mechanically grained, presensitized offset plates. When used for gumming, it prevents lacquer image from blinding out. Used as a plate etch, it speeds ink pick-up on the press and helps eliminate reproduction of scratches and fingerprints from handling plates during processing. **For More Information Circle No. 168.**

FOLDING TABLE & CHAIRS

Midwest Folding Products, Roselle, Ill., announces the Midwest Du-Honey 112 portable folding table with piggy-back storage feature to solve space, time and dust problems. Midwest built-in storage rack holds 12 standard folding chairs with the table. Once table is loaded, entire unit can easily be moved in and out of storage area. Because chairs are stored vertically, less surface area is exposed to dust, and chair seats and backs are protected from dust accumulation. Piggy-back storing is ideal for converting any multipurpose room into a cafeteria, lecture hall or auditorium in less time. Tables can be stored in a vertical position. **For More Information Circle No. 146.**





TURN NEW PROFITS with WASSELL WORK ORGANIZERS

Wassell revolving files bring the work to the clerk:

- Turn walking hours into working hours
- Save up to 50% of filing time
- Increase accuracy, efficiency and clerk morale

And another big saving: Wassell Work Organizer revolving files *save up to 40% in floor space.* Send for your *free* literature on Work Organizers for the Sixties.

WASSELL ORGANIZATION INC.

DEPT. O-8, WESTPORT, CONNECTICUT

For More Information Circle No. 302

...now...it's as easy to open as it is to use...

TRIAD Paper's clean, compact texture and crisp appearance bursts into instant readiness with a light tug on the new *'easy-open'* tab. Thus, TRIAD Fine Printing Papers are complimented in their quality, appearance, and performance with time-saving availability.

ZIP

...and it's open

You will enjoy the simplicity and convenience of this new opening method. No more broken finger-nails or lost tempers in getting the paper from the wrapper to the machine. Your TRIAD dealer will be glad to show you.

TRIAD®

bond•mimeo•duplicator

A note to us on your letterhead will bring you samples plus the name of your nearest dealer.

GROVETON *Papers Company*

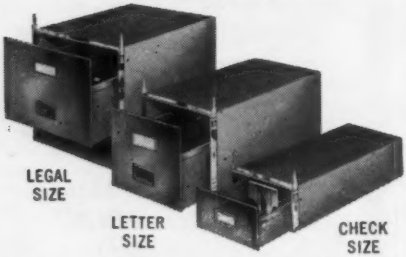
GROVETON, NEW HAMPSHIRE

For More Information Circle No. 387

STORE 'EM
PRONTO
FILE 'EM
PRONTO
FIND 'EM
PRONTO

Free your expensive files by transferring your old records into low cost Prontos and use your expensive steel cabinets over and over again.

20 DIFFERENT SIZES
a size for every office record



Find out why top companies everywhere use PRONTO STORAGE CABINETS for their old records. Fill in the coupon below and attach it to your letterhead . . . We will arrange a Pronto Demonstration at your convenience.

PRONTO FILE CORPORATION
415 Madison Avenue, New York 17, N. Y.

☐ Please send me your latest Pronto catalog.
☐ Have your representative call for demonstration.

Name_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 303

CARBONS & RIBBONS

American Stencil Mfg. Co., 2714 Walnut St., Denver 5, Colo., announces that Sure-Rite NuClear typewriter ribbons are available in a transparent Select-O-Pak. The NuClear line consists of X80 Nu-

Clear process-back, non-curling carbon paper with silver and blue backing, and NuClear miracle-synthetic fiber typewriter ribbons. Packed in either Sure-Rite's all-metal container or the transparent Select-O-Pak, standard size NuClear ribbons sell for $11 per doz.; $17 per doz. for IBM typewriters. NuClear carbon paper, packed in a flip-top box, is $2.75 per hundred, letter size; $3 per hundred, legal size. **For More Information Circle No. 151.**

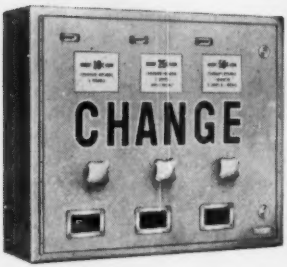
PHOTOCOPIER

Rovico, Inc., 320 Market St., Newark 2, N. J., announces a Fotomate 10" model which is completely automatic. A disposable cartridge containing developing fluid is easily placed in the machine. Then, by the simple push of a lever, it automatically fills and empties the developing trough for automatic fluid control. Unit offers advantages of a dry machine and can make photo-exact, sharp, maximum contrast and permanent copies of anything the eye can see. The portable machine weighs 13 lbs. and is styled in pastel beige to blend with any office decor. The Rovi-pak disposable plastic cartridge

For More Information Circle No. 218 →

COIN CHANGERS

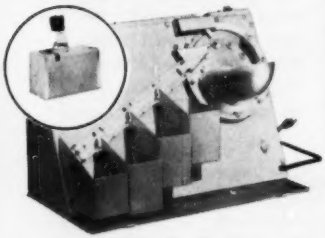
for use with office vending machines



- Save Time
- Save Money
- Eliminate a perpetual management "headache"
- Easy to sell direct to management or to vending operators
- Available to change 50¢, 25c, 10¢ or 5¢ into any pre-established change combination needed.

Low cost • portable • electric

COIN COUNTER AND SORTER



- Ideal for offices, small banks, schools, newspapers, institutions, and for handling change from vending machines
- Precision-built • durable
- Counts and sorts 15,000 coins per hour
- Fast • easy to operate
- Easy to sell at only $199.00

direct factory dealerships now available on these two profitable new products

STANDARD CHANGE-MAKERS, INC. O—Aug.
422 E. New York St., Indianapolis 2, Indiana

Gentlemen:

Please send complete dealer information on:

☐ Standard Change-Makers

☐ Standard Change Counter & Sorter

NAME_____ TITLE_____

COMPANY_____

ADDRESS_____

CITY_____ STATE_____

STANDARD CHANGE-MAKERS

World's largest manufacturer of separate 5¢, 10¢, 25¢ and 50¢ coin changers. District offices in 18 cities throughout the United States and Canada.

PsST!

NO DOG EARS ON PARSONS INDEX BRISTOLS

. . . and this is another good reason why experienced buyers of office forms specify PARSONS for ledger cards, forms and other records on Index Bristol.

PARSONS Index Bristols — and Ledger Papers — are all made as solid sheets, *not pasted*. This means no glue lumps or "dry" holes — no split or "dog-eared" corners. PARSONS papers perform well in your machines, in your files and on your printer's presses. These are reasons why you and your printer will like PARSONS papers. Greater office efficiency? . . . lower replacement cost for key forms? . . . better records?

You bet! If you don't use PARSONS now . . . specify a PARSONS Index Bristol for your next office form . . . then judge for yourself.

PARSONS KING COTTON SINCE 1883

PARSONS MECHANO FORM Ledger and Index (50% new cotton fiber) offer the widest range of colors, weights and sizes. Check this Sample Book No. 184 (available on request from Parsons). Then tell your printer what you want.

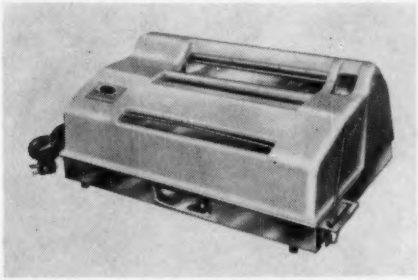
- ● EXTRA 100% • SCOTCH LINEN LEDGER
- ● 100% • PARSONS INDEX & LINEN LEDGER
- ▲ 75% • DEFENDUM LEDGER
- ■ 50% • MECHANO FORM INDEX & LEDGER
- ■ 50% • ARKON INDEX
- ■ 50% • DURABLE LEDGER
- ◆ 25% • CREST INDEX & LEDGER

PARSONS INDEX PAPERS

NVF
NATIONAL VULCANIZED FIBRE COMPANY
PARSONS PAPER DIVISION HOLYOKE, MASSACHUSETTS

For More Information Circle No. 238

eliminates all chemical handling and prolongs solution life. The Rovico Fotomate 10″ model is a high speed photocopier,



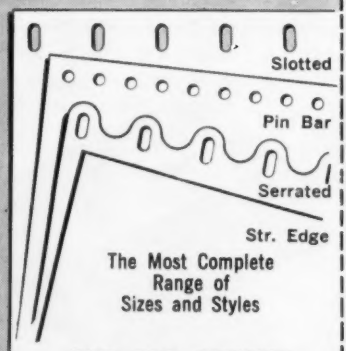
can be used in the most modernly lighted offices, costs $99.50. **For More Information Circle No. 150.**

DESK FAN

McLarty Systems, 2600 Dickman Road, Battle Creek, Mich., offers a desk fan with jet type blades that spread the air evenly so there is no direct draft. The fan will not blow hair or papers, yet cools. Placed between two people, its suction removes smoke, possible cold germs and any unpleasant odors. Placed on the corner of a table, it will remove smoke at

a conference. Fan weighs 1½ lbs. and is 5½″ square; may be kept in desk drawer. Safe and quiet running; tilts full 90°, operates on 115-volt 60-cycle AC, costs $12.50. **For More Information Circle No. 204.**

ATT: OFFSET DEPT.



The Most Complete Range of Sizes and Styles

FOR ALL OFFSET DUPLICATORS

Multilith · Photostat · ABDick · ATF
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CLEAN INK ROLLERS THIS NEW WAY!
with
Speedy Mat
TWO SIDED LINT FREE
CLEAN UP SHEETS
WITH ADDED WET STRENGTH

For only a few cents . . . eliminate the messy chore of hand cleaning your ink rollers. They are clean in minutes.

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DIRECT IMAGE corporation
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For More Information Circle No. 304

GET THINGS DONE WITH GOOD SYSTEMS

LEARN

- **Work Measurement**
- **Survey & Analysis**
- **Organization Planning**
- **Systems Concepts**
- **Procedures Writing**
- **Techniques and Tricks of the Trade**
- **Systems Reports**
- **How to Run a Systems Department**

A new 50-week on-the-job course covers 17 basic areas in systems work. Prepares you for promotion. Helps you train assistants.

This organized plan is a formal course, developed by The Foundation for Administrative Research, conducted by professional systems teachers. Fee $375* complete.

*Price subject to change without notice.

This course is marketed by the publishers of Systemation Letter, a semi-monthly bulletin on systems trends and techniques.

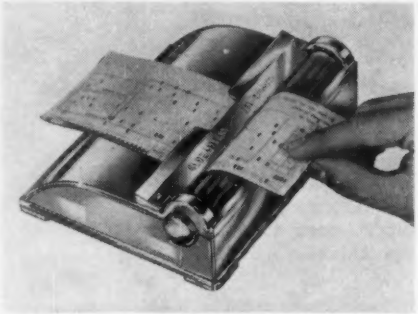
FREE
WRITE FOR
Portfolio 2000-O2F
"Orientation in Systems"

systemation seminar

ROSS-MARTIN COMPANY
P.O. BOX 800, TULSA 1, OKLAHOMA
For More Information Circle No. 305

PUNCHED CARD GLUE

Glue-Fast Equipment Co., 9 White St., New York 13, N. Y., offers a glue for adhering tabulating cards to cartons, cases, etc. Developed for use with label gluers which apply a thin, even film of



glue to the back of a punched card, ready-for-use GF-55 liquid glue makes it possible to use these cards as address shipping labels, product identification labels, inventory control data labels, etc. For a bulletin on the use of this glue, **Circle No. 134.**

PORTABLE TYPEWRITER

Admiral Typewriter Corp., 244 Madison Ave., New York 16, N. Y., announces the Admiral compact portable. It has a D-jam key which releases keys jammed

on the platen, two-color ribbon and variable linespacer. Platen is solid rubber for longer life and more uniform character reproduction. Other features of the Ad-

Reduced-scale offset masters are made in less than 2 minutes with office camera and Kodak Ektalith Loader-Processor (shown above)

Wholesale distributor improves catalog quality, gets offset masters twice as fast with Kodak Ektalith Method

Keeping a 14,000-item catalog up-to-date—notifying salesmen and customers promptly of price changes and new products—is now a much easier job for Wesco Merchandise Co., Los Angeles.

Name a household product—chances are Wesco sells it. And every day, it seems, the mailman brings new folders and price lists from manufacturers. This data must be condensed, art paste-ups made, and offset masters turned out. Here's where the Kodak Ektalith Method takes over.

High-quality offset paper masters (reduced, enlarged, or same-size) are produced in full room light with office camera and Ektalith Loader-Processor.

Just three simple steps: Expose . . . Process . . . Transfer—and an offset master is ready in *less than two* minutes. No delays to remove shadow lines or background. Also, a greater variety of work is handled—including solids, colors, halftones.

For free booklet phone local Kodak Ektalith Dealer, or write Eastman Kodak Company, Photo Reproduction Products Division, Rochester 4, N.Y.

KODAK **Ektalith** METHOD ...*puts you ahead in offset duplicating*

Kodak TRADE MARK

For More Information Circle No. 242

Executives'

ERASER DESK SET

(Office Workers Want It . . . Naturally!)

For Erasing PENCIL, INK, BALL POINT, TYPEWRITING

WELDON ROBERTS No. 800 JET TRIO, attractive, convenient, versatile. Contains one each of 3 luxury-texture rubber eraser sticks, each over 4½" long, for erasing almost any writing. Each in attractive, individual, transparent plastic holder with pocket clip. Convenient size and shape. Set contains:

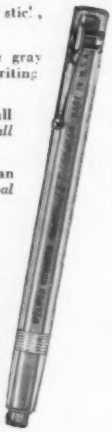
No. 825 JET ERASER. With fine red rubber stick, *for pencil erasing and cleaning;*

No. 827 JET ERASER. With business-like gray rubber stick, for erasing ink, typewriting business machine writing;

No. 838 BALL POINT JET. Special "Ball Point" formula green rubber, *for ball point erasing.*

Holder tips unscrew so eraser sticks can be moved outward. *Not a mechanical gadget.*

PLUS 3 REFILLS, one for each texture



Set in smart, transparent plastic case only 5¾" x 2" x ⅝". Exceptional for time-saving desk duty. Fits conveniently in pocket or brief case. An excellent, inexpensive gift.

ORDER YOUR JET TRIO SET OR SETS TODAY. ONLY $1.00 EACH, POSTPAID. Use the coupon.

WELDON ROBERTS RUBBER CO. O
365 Sixth Avenue, Newark 7, N. J.

Enclosed find check or money order for $ _____
covering _____ Jet Trio Desk Set(s)
Name _____
Firm _____
Address _____
City _____ State _____

For More Information Circle No. 306

miral are light weight, stencil-cutting key, margin stops and collapsible paper supports. Designed with an enclosed flat bottom, the machine lends itself to lap-typing. Low retail price includes carrying case that doubles as an overnight bag or attache case. **For More Information Circle No. 159.**

FOLDING TABLET ARMCHAIR

Clarin Mfg. Co., 4640 W. Harrison St., Chicago 44, Ill., announces that the Clarin 6400 has design changes and structural improvements which make it "practically

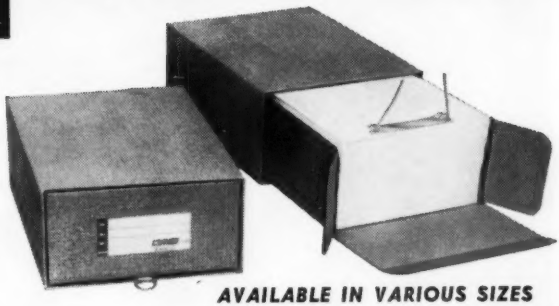
indestructible." The tablet arm snaps firmly into open position, or down and out of the way. This chair for meeting or assembly rooms is available in plywood or upholstered in a variety of decorator materials and colors. **For More Information Circle No. 164.**

MOTEL SAFES

Schwab Safe Co., Lafayette, Ind., announces the addition of a Motel Safe to its line of insulated products. This is designed and manufactured to assist managers and owners of motels and hotels to comply with the innkeepers' law which requires he furnish protection for guests' valuables. It is equipped with 12 safety deposit boxes, each controlled by two keys. A Class E money chest is anchored in the bottom of the safe for protection

New from OXFORD . . .

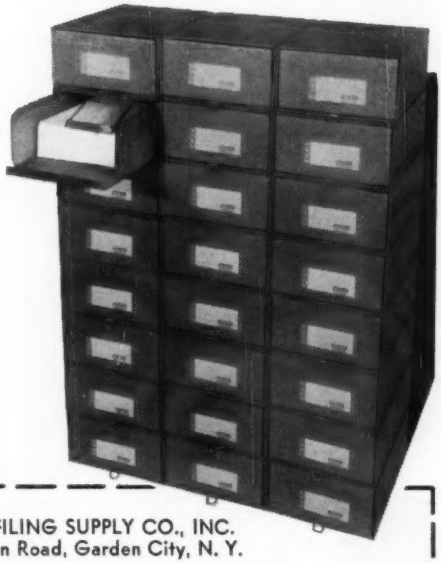
3-IN-1 BINDAFILES!



A BINDER—An Oxford Bindafile drawer has built-in flexible posts for quick threading of punched forms. For ready reference you just pull out the drawer and take the binder to your desk. There's no cover to get in your way or take up desk space and flexible posts permit easy access to all papers without removing them.

AVAILABLE IN VARIOUS SIZES FOR ALL PUNCHED OFFICE FORMS

A FILE—The drawer fits into a shell, giving complete dust protection to papers. Drawer front has a large label for instant identification . . . just pull it out by the ring handle and you have the file of the papers you want. No more piling old-style binders on dusty shelving, no more shifting binders to get at the one you need.



A CABINET—Oxford Bindafiles stack and lock together into batteries, eliminating expensive shelving. And you can maintain strict sequence of filing, because the drawer you remove goes right back where it came from!

Oxford Filing Supply Co., Inc.
Garden City, N.Y.
In Toronto, Luckett Distributors, Ltd.

Oxford
FIRST NAME IN FILING

OXFORD FILING SUPPLY CO., INC.
15-8 Clinton Road, Garden City, N. Y.

Please send all information on Bindafiles plus FREE Oxford Catalog.

NAME _____
FIRM _____
ADDRESS _____
CITY _____ ZONE ____ STATE ____
Name of your Oxford Dealer _____

For More Information Circle No. 345

TOP QUALITY WHITEPRINT COPIES at a saving with . . .

Patapar®

TRANSLUCENT PARCHMENT #44-45
The new Whiteprint Copy Master

All over town—Paterson's new *Intermediate Weight Whiteprint Copy Master* saves money. Yet copying speed and reproduction quality are exceptional.

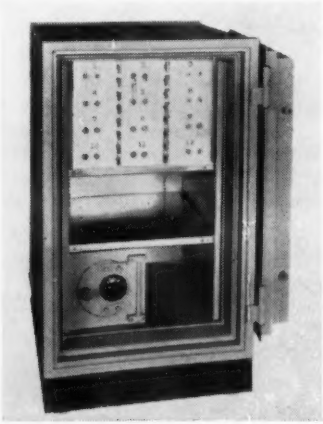
Here Are More Reasons Why You'll Want This Superior Copy Master:

1. Visual opacity approaching that of a regular bond
2. A bright, white surface for contrast
3. Strength and weight for repeated runs through your whiteprint machine
4. Makes a perfect letterpress or lithographed business form
5. Satisfies a need that up to now could only be filled by higher priced or impregnated papers

PATERSON PARCHMENT PAPER CO.
Bristol, Pennsylvania
NEW YORK, N.Y. CHICAGO, ILL. SUNNYVALE, CALIFORNIA

Are you now using an Ozalid, Bruning, Peck & Harvey, Revolute, Pease or any other diazo type whiteprint machine? Send for free samples of new Intermediate Weight Patapar Translucent Parchment 44-45 Whiteprint Copy Master.

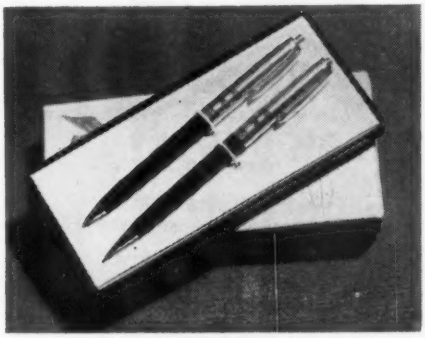
of money and other valuables. Ample space is also provided for the storage of records in an Underwriters Laboratory



Class C fire safe with Underwriters T-20 and relocking device label. There is a size available of this model safe for any application. **For More Information Circle No. 148.**

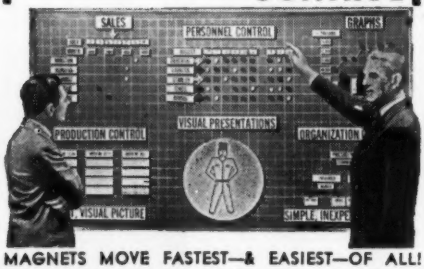
PEN & PENCIL SET

Gardner Stamp Co., 166 S. Washington St., Wilkes-Barre, Pa., offers the 400-S Prest-O-Rite Pen & Pencil Set. Pen has oversize clear view cartridge with Grippit



ballpoint which writes through grease and perspiration. Metal Protect-O-Point prevents ink smudging and guarantees long life. Has smooth top action mechanism, Formulabs pretested ink, chrome or gilt caps with metal plungers and points to

VISUAL
MAGNETIC
CONTROL



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COLORFUL MAGNETS
ORGANIZE FOR ACTION
SHOW FACTS
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AT YOUR COMMAND
FOUR SCORE ... AND MORE!
HOLLAND INK
COLORS

WRITE FOR OUR LATEST
COLOR SWATCH BOOK
UNIQUE LAYOUT SHOWS 2 COLORS & TINTS ON PAGE

FIRM _____
ADDRESS _____
CITY _____
ATTENTION _____ TITLE _____
☐ EQT: OFFSET ☐ LETTERPRESS ☐ BOTH
☐ 1250 ☐ WHITEN ☐ 251 ☐ LARGER PRESS

VAN SON HOLLAND INK
Corporation of America
UNION AND LIBERTY STREETS, MINEOLA, NEW YORK

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Dear Jim:

Do it the "BUSINESS-LIKE" way with a ...
GOES HOLIDAY LETTERHEAD.
Every year ... for many years our company has used
GOES HOLIDAY LETTERHEADS
at the end-of-the-year for ... four reasons.

1... A letter ... on a
GOES HOLIDAY LETTERHEAD
is the FRIENDLIEST way we know to wish all our friends the very best.

2... A letter ... on a
GOES HOLIDAY LETTERHEAD
is just about the LEAST EXPENSIVE ... yet MOST EFFECTIVE way we've found to do this important goodwill building job.

3... A letter ... on a
GOES HOLIDAY LETTERHEAD
is truly a thing of BEAUTY.
4 or 5 colors. Usually with the added eye-appeal of gold. We always get harmonizing envelopes to go with our selection made from
58 DELIGHTFUL HOLIDAY DESIGNS.

4... Our printer ... and, I am sure, your printer has samples of the new
1961 GOES HOLIDAY LETTERHEAD LINE.
He will be glad to show them to you.
Call him today.

Cordially, Bill

P.S. Attention Printer:
If you have not already received your 1961 GOES HOLIDAY LETTERHEAD samples. They're FREE. Send request on your letterhead.

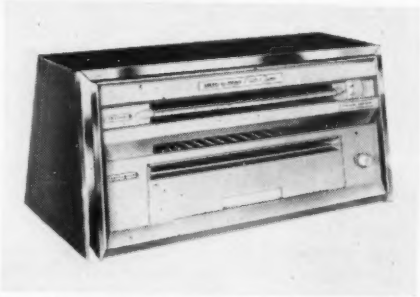
Goes LITHOGRAPHING CO.
42 WEST 61st STREET, CHICAGO 21, ILL.

For More Information Circle No. 307

match, and fine quality mechanical pencil. Medium point, blue ink only. Costs $1.50. Money back guarantee. **For More Information Circle No. 181.**

PHOTOCOPIER

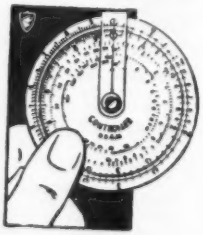
Speed-O-Print Corp., 1801 W. Larchmont Ave., Chicago 13, Ill., announces the Model 15-A photocopier, a lightweight, portable unit for oversize documents and records up to 15″ wide. Can be used



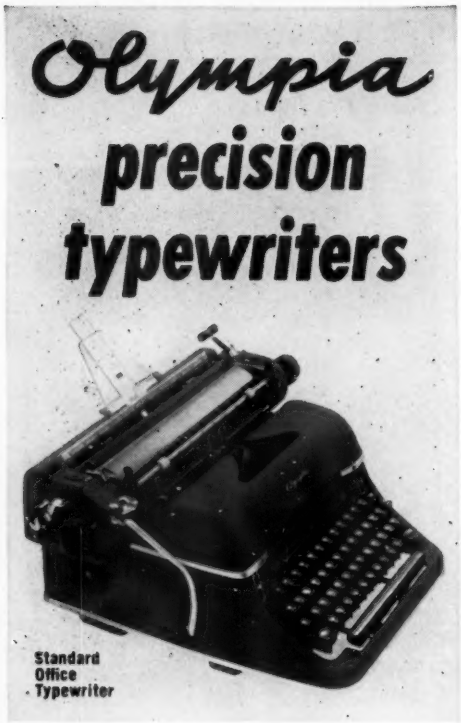
anywhere. Easy to operate without mixing or measuring. Clean 48-oz. Redi-Pak cartridge fits into back of machine, conserves developing fluid when unit is not in use. Also accommodates 32-oz. cartridge to prevent waste when used for normal-width documents. Price is $199. **For More Information Circle No. 114.**

CIRCULAR SLIDE RULES

Controller Calculator Ltd. Co., 35 Schillerstrasse, Munich 15, West Germany, offers the Controller calculating disk for calculations such as percentages, proportions, discounts, currency exchange, etc. Circular design gives "infinite" readings since, with one setting, all answers to questions of the same type and series are available. Model 75-R, with reciprocal and square root scales corresponding to a 9⅞″ slide rule, is pocket size (less than 3″ in diameter). Model



Olympia precision typewriters


Standard Office Typewriter

...write best of all ... because they're built best of all

Lightweight Portable

Meet the Olympia Family of Precision Typewriters—preferred the world over for their quality, value and ease of operation. There's one designed for every typing need – whether for office, home, school or travel use. Each features the finest in typing aids—from convenient half-spacing to exclusive spring-cushioned keytops. Precision-built to the highest standards in Europe's largest, most modern typewriter factory. See—test—compare an Olympia before you decide on any other typewriter. You will find Olympia a solid investment in efficiency.

Find Your Nearest Authorized Olympia Dealer in the **Yellow Pages**

DeLuxe Portable

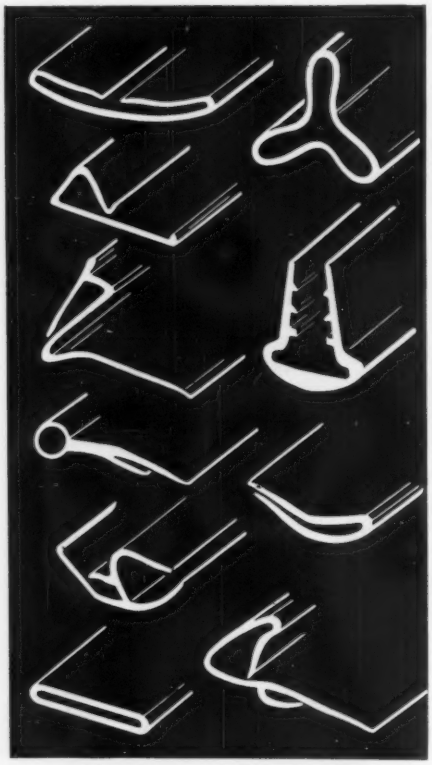
OLYMPIA DIVISION, Inter-Continental Trading Corporation, 90 West Street, New York 6, New York

For More Information Circle No. 223

CLEAR EXTRUDED PLASTIC

Index Tabs • Price Tags • Etc.
In Transparent Colors Too!

More than a million pounds of these modern plastic components have been furnished to the office equipment industry to date.
We design and make dies for extruded plastic protective transparent covers, holders, file tabs.



Consult with us on your requirements.

YATES COMPANY

2209 Peninsula Drive, Erie, Pa.

For More Information Circle No. 310

110-R, corresponding to a 13⅜" slide rule, is 4 11/32" in diameter. Model 2 with cube and square root scales and Model 200 R with reciprocal and square root scales both correspond to a 23⅝" slide rule, are 7⅞" in diameter, and each comes in a case. **For More Information Circle No. 155.**

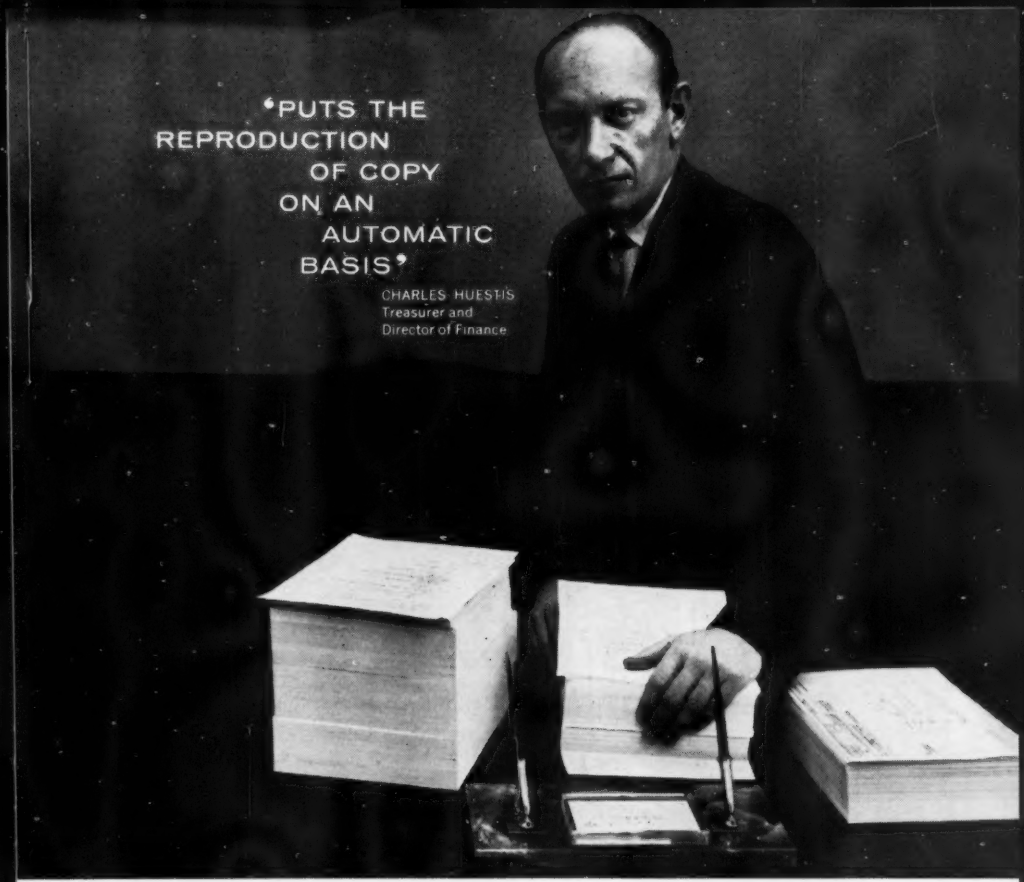
TYPEWRITER DESK-STAND

H. A. Steger Co., 822 Spruce St., St. Louis 2, Mo., announces Slide-A-Shelf for standard and electric typewriters. This makes a secretarial desk of any office desk by attaching it to the top left or right-hand drawer. Height is adjustable, and it folds

for easy storage. Sturdy casters permit smooth sliding back and forth as drawer is opened, maintaining continued use of all drawer space. Typing area is 16" x 26" with other lengths available on request. Colors are gray, tan and mist green with choice of tops in Masonite, rubber and Formica. Prices, eastern zone: Masonite top, $18.95; rubber top, $19.95; Formica top, $21.95. **For More Information Circle No. 178.**

PARTITION PANELS

Westinghouse Electric Corp., Micarta Div., Hampton, S. C., announces a panel for office partitions, dividers in reception rooms and lobbies, washroom separators, etc. With surfacing of durable, maintenance-free decorative plastic laminate, panels offer a choice of styrofoam or chipboard core. The sandwich is made by gluing 1/16" Micarta to both sides of the



Copyflo® 11 Printer saving Hughes $300,000 a year

A Copyflo 11 continuous printer is saving Hughes Aircraft Company more than $300,000 a year in the reproduction of engineering drawings, correspondence, reports, and administrative documents. Engineering prints, however, form the bulk of the copying work.

So fast is the Copyflo continuous printer in comparison to manual reproduction methods previously used that Charles Huestis, Hughes' treasurer, says, "It puts the reproduction of copy on an automatic basis."

This is scarcely an overstatement. A Copyflo continuous printer automatically turns out a *different* 8½"x11" print every three seconds, an 11"x17" print every six seconds.

A Copyflo continuous printer automatically produces—at the rate of 20 linear feet a minute—dry, positive prints or offset paper masters, ready for immediate use. The machine operates on the principles of xerography—clean, fast, completely dry—copying anything written, printed, typed, or drawn.

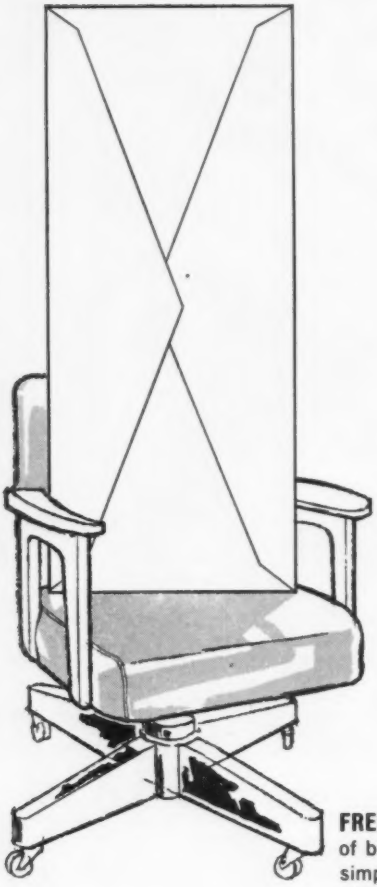
Copyflo printers reproduce from original documents or from microfilm. They enlarge, reduce, or copy size to size, *and use ordinary paper.*

The volume of *your* daily copying may well justify a Copyflo continuous printer, too. Why not find out *now* how much you can expect to save in time, money, space, materials? Let our trained systems and procedures man make a free analysis of your paperwork-duplicating needs. Write XEROX CORPORATION (formerly Haloid Xerox Inc.), 61-223X Haloid St., Rochester 3, N. Y. Branch offices: principal U. S. and Canadian cities. *Overseas:* Rank-Xerox Ltd., London.

push the button and copies flow!

XEROX
CORPORATION

For More Information Circle No. 265



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when you use

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Regular & Outlook*

the new, executive style envelopes for modern business.

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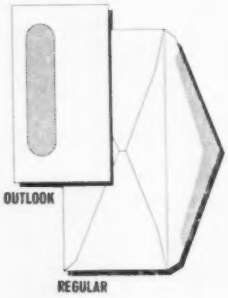

*T.M. Applied for by U. S. Envelope Co.

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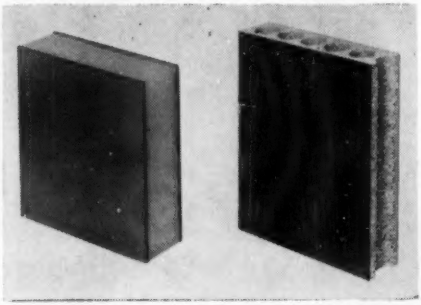
CHICAGO • WAUKEGAN • DALLAS • LOS ANGELES • SAN FRANCISCO

For More Information Circle No. 243

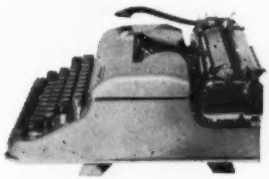
core. Trimmed after gluing to remove glue bead and square the edges. Partitions are simple to install and adjust, with custom cutting at the site of installation. The panel with styrofoam core is recommended for off-the-floor application. Sound attenuation factor is approximately 25 decibels. Deflection under load is ½″ for standard panel with 170 lb. load in center. Weight of a 1¾″ thick panel is



2.25 lbs. per sq. ft. Panel with chipboard core is recommended for floor-to-ceiling application. Sound attenuation factor is approximately 35 decibels. Deflection under load is 5/16″ for standard panel with 170 lb. load in center. Weight of a 1¾″ panel is 4.78 lbs. per sq. ft. Both panels come 47¾″ x 96⅞″ or 35¾″ x 95⅞″; 1 9/16″ and 1¾″ thick; in eight wood grains, eight decorator shades and eight patterns. Altogether 64 colors are available at approximately $1.50 per sq. ft. **For More Information Circle No. 167.**

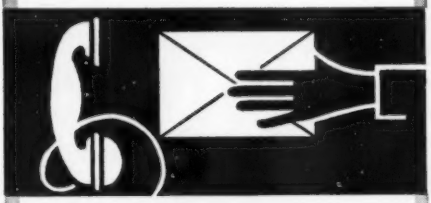
INCINERATOR

Majestic Co., Huntington, Ind., announces the Majestic Model CSO smokeless and odorless gas-fired incinerator of 6 cu. ft. capacity. Wet or dry burnable refuse including trash, garbage and other organic materials to be disposed of, is dropped through the 24″ x 14″ top door into the combustion chamber where a broad, flat flame concentrates heat over a wide area for efficient combustion. An automatic timer control offers wet, medium or dry settings for firing in accordance with moisture content of the load. Pilot and burner are adjustable for use at any elevation with natural or LP



Torpedo 18

Preferred by all because of its reliability, attractive design and unexcelled number of operating features



Torpedo

DYNACORD

the new office typewriter with basic new features and modern styling and finish in perfect harmony

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Frankfurt/M.-Roedelheim
Founded 1896 Western Germany

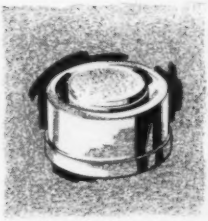
For More Information Circle No. 311

LOOK TO Sengbusch

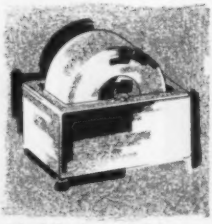
OFFICE AIDS

for the finest...first!

HANDI-PEN DESK SETS. Sleek, slim, sturdy! Famous "Capillary Action" holds ink at proper level — assures constant supply. Colors available.



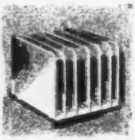
No-Over-Flo Sponge Cup. Has surplus water compartment. Convenient, cleaner.



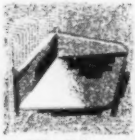
Ideal Sanitary Moisteners. Designed for convenience, efficiency.

"Build Up" Horizontal Desk Tray.

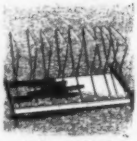
Flexible Steel Kleradesk — Model D



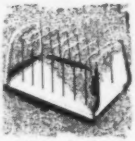
Flexible Steel Kleradesk — Model 6V



File-A-Sist Speeds Filing



Adapto-Rack Sectional Organizer



Cata-Rack for Catalogs and Books

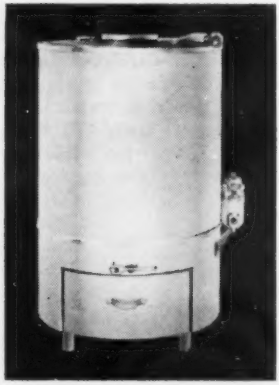
Write today for full information and prices.

Sengbusch

12-8 Sengbusch Building
Milwaukee, Wisconsin

For More Information Circle No. 312

gas. Construction features include a 1" thick firebrick combustion chamber, a heavy cast iron grate and cover assembly, efficient burner that delivers a total out-

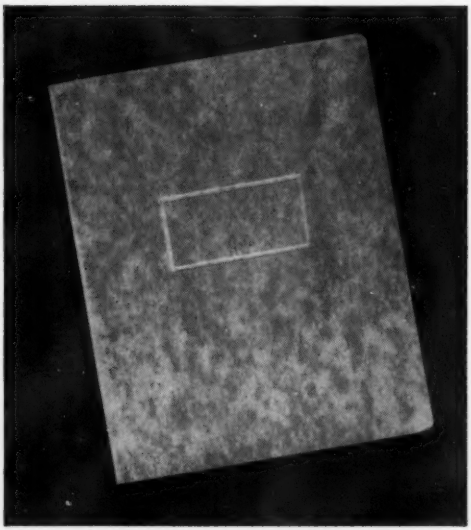


put of 75,000 Btu and a complete gas safety shut-off. Unit stands 44½" high and has a diameter of 29¼". **For More Information Circle No. 136.**

LOOSE LEAF REINFORCEMENT

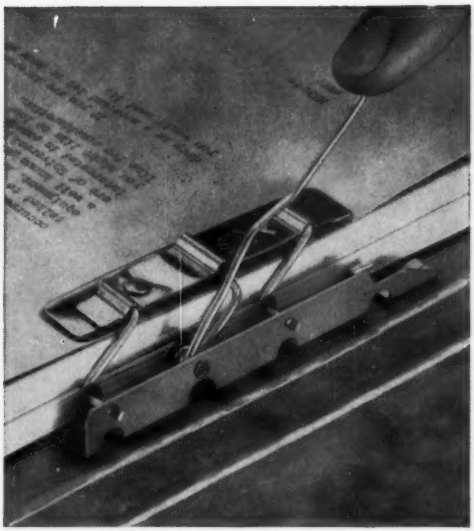
Leafsaver Co., 19 West 44th St., New York 36, N. Y., offers Leafsavers, "self-sticking, no licking" pressure-sensitive

loose leaf reinforcements in continuous form. They come in a self-dispensing package and retail at 100 for 20c. Attractive two-color display carton contains two dozen packages. **For More Information Circle No. 188.**



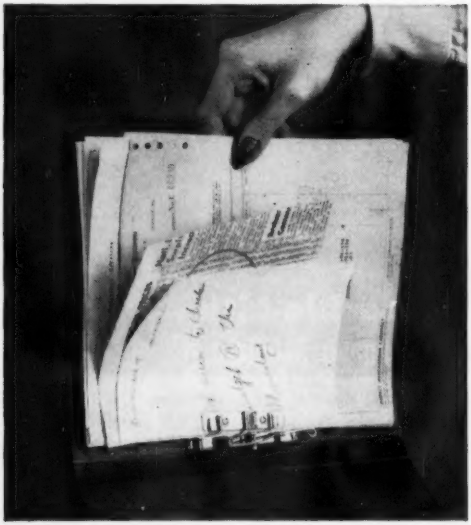
Remarkable new Accogrip

This is an *instant* binder. It secures your papers yet you don't have to punch holes.



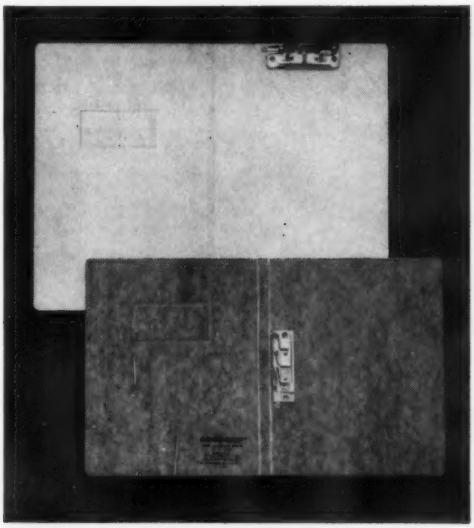
Grips papers instantly

Opens and closes at a touch of the finger. Keeps papers instantly on tap. Grips without marring.



Secures as it organizes

Accogrip is a *spill!proof* desk organizer. Lets you quickly put away any papers you work with. Yet keeps them readily accessible at your desk or work table. Holds one sheet or hundreds (up to ½" capacity). Ideal for letters, bills, memos, photos, reports, records, catalogs, blueprints, job sheets, legal or accounting papers—any size sheet.



Which style for you?

Letter, legal or special sizes. Clamp positioned side or top. Genuine pressboard in a range of colors. At your stationer's *now*.

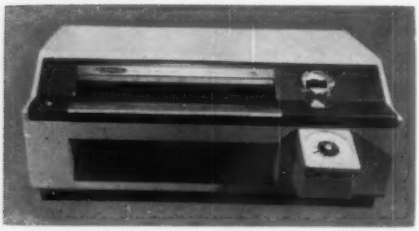
ACCOGRIP®
ACCO PUNCHLESS BINDER

ACCO PRODUCTS A Division of Natser Corporation, Ogdensburg, N.Y. • In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 236

COPIER EXPOSURE GUIDE

Minnesota Mining & Mfg. Co., Dept. L1-262, 900 Bush Ave., St. Paul 6, Minn., announces a compact exposure guide to help the operator select exact dial settings for making copies on Thermo-Fax Fourteen copying machines. A glance at the



guide, mounted just below the on-off switch, tells what dial setting to select for the type of copy paper being used. Exposure guide kits are available for mounting on machines already in use, and are optional on new models. **For More Information Circle No. 132.**

CONTINUOUS FORMS SPLICER

Tedlar Co., Box 426, Huntington, N. Y., offers the Tedlar Joiner which speeds production by eliminating short strips of

forms, provides uninterrupted feeding of forms of any width up to 14⅞″ for use on tabulators and high-speed printers. Precision engineered of heavy Bakelite, brass and Dural, it sits on rubber cushioned legs, measures 16″ x 18″ x 3½″, costs $79.50. Gear shift handle adjusts joiner pins to correct width of punched holes. Strip of pressure sensitive tape is applied, adhesive-side up, to pins. Train and lead

Save Those Beautiful Eyes

RITE-LINE COPYHOLDER

- SAVES EYESTRAIN
- PROMOTES ACCURACY
- INCREASES PRODUCTION
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- HOLDS NOTEBOOK
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Sparkling Reproduction
from your Multilith

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Sparkle-Lith
Jumbo Oscillating Shell

Get sparkling halftones; brilliant solids. Sparkle-Lith won't strip nor glaze! Perfectly transparent; makes cleanup easy even from dark to light colors. Tremendous recovery power. Previously available only on T-51 Color Press, now everyone can have. Install on 1250 or 1250W Multilith in 5 minutes. Only $26.50. Write today for free folder. TOWNSEND INDUSTRIES INC., Dept. F, Altoona, Iowa.

For More Information Circle No. 314

The line with the right paper for each job!

The MACKINAC trade mark is the symbol of the BUSINESS PAPERS line that spans the field—providing exactly the right paper to work fast and accurately on high speed office printing and duplicating machines. You get unprecedented results, because MACKINAC Job-Ready Papers are designed for job perfection. You have a choice of white and six bright colors in six grades: VELLUM is available in white only. Sizes: 8½ x 11 and 8½ x 14.

The 7 Grades of MACKINAC Business Papers are:

MACKINAC BOND
MACKINAC DUPLICATOR
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MILL AT ALPENA, MICHIGAN

For More Information Circle No. 244

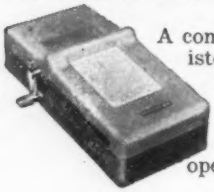
FLO-RITE continuous forms assure

- **Perfect Alignment of *all* interleaved forms**
- **Faster typing**
- **Easier separation**

The FLO-RITE tissue weight clasp embedded in each set of forms holds carbons and interleaves in positive position—they cannot get out of alignment. FLO-RITE forms cost no more!

Write for free FLO-RITE samples

AUTOGRAPHIC REGISTERS



A complete line of registers are made in a wide variety of sizes and designs — both manually and electrically operated.

Write for complete Register Catalog H.A.R.

THE HAMILTON
AUTOGRAPHIC REGISTER COMPANY

Hamilton, Ohio

For More Information Circle No. 294

ends of pack are butted in position on pins and ends sealed with second strip of tape which is perforated down the center for easy separation. **For More Information Circle No. 175.**

WALL CLOCKS

Cincinnati Time Recorder Co., 1733 Central Ave., Cincinnati 14, Ohio, offers wall clocks for mounting either singly or as part of a self-regulating clock system. Available in six colors to harmonize or contrast with office decor. Hands and bezels are red, green, blue, gold, black

or gray. Each is factory finished in anodized aluminum and colors are non-tarnishing. Available in 9″, 12″, 15″ and 18″ sizes, clocks may be specified as secondary indicating clocks for minute impulse or wired synchronous clock and program systems, or as single self-contained clocks operating on standard 115-volt AC. All can be flush mounted on walls and project less than 2″, depending on clock size. **For More Information Circle No. 160.**

PORTABLE DRAFTING KIT

Quickdraw Co. Ltd., 127 Gunnersbury Ave., London W. 3, England, offers the Quickdraw drafting kit for making on-the-spot drawings, wiring diagrams, etc. A bevelled plastic template, cut with mathematical accuracy, serves as ruler, T-square and triangle to produce the principal angles. Calibrated in 1/16″, ⅛″

Touch a button ...get

INSTANT INFORMATION!

with 3M Microfilm Products

BRAND

Records, facts, figures—any information is available in seconds at the touch of a button with 3M Microfilm Products. 3M makes it so easy to put the magic of microfilm to work cutting the costs of paperwork—speeding business communications—saving valuable space—in short, making filmwork easier, faster, less costly than paperwork. Find out now how you can put microfilm to work —get instant information—with

TAKE A LOOK

at the enlarged microfilmed information on the bright screen of the THERMO-FAX "Filmac" Reader-Printer. Touch a button and . . .

TAKE A COPY

in seconds of any information you want in 8½ x 11 inch size. The "Filmac" Reader-Printer gives you an exact, clean copy.

3M MICROFILM
BRAND
PRODUCTS

MINNESOTA MINING AND MANUFACTURING COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

ST. PAUL 6, MINN.

MINNESOTA MINING AND MANUFACTURING COMPANY
DEPT. FBC-81, ST. PAUL 6, MINNESOTA
Please send me facts about how I can get Instant Information with 3M Microfilm Products

Name_____
Title_____
Company_____
Address_____
City_____ Zone____ State____

For More Information Circle No. 260

FIRST | IN QUALITY IN PERFORMANCE ATLAS

VERTICAL FILING SYSTEMS

- FAST
- EFFICIENT
- ECONOMICAL
- SAFE

FOR
NEGATIVES • OFFSET PLATES
STENCILS • SKETCHES • ARTWORK
MASTERS • X-RAYS

ATLAS HANGERS AND CABINETS

Only Atlas manufactures a complete line of cabinets and hangers in 11½", 14", 18", 22", and 24" widths.

DNP Hangers (illustrated)—for offset plates and negatives

SH Hangers—for serrated edge offset plates

PH Hangers—for pinhole edge offset plates

PSC Hangers—for straight edge plates, negatives, stencils

DSH Hangers—for standard stencils

DGR Hangers—for foreign heading stencils

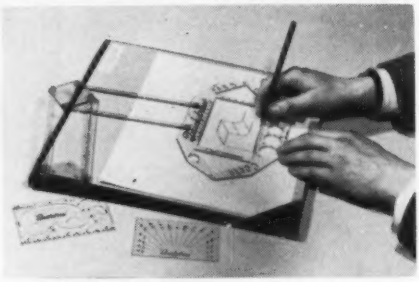
File-Grip (TM) Hangers—for large offset plates, blueprints, maps, etc.

Write For Complete Literature

ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 320

and 1/10", millimeters, and pica ems. Also draws circles and arcs from ⅛" to 1" diameter. A series of holes is provided for hatching. The template is hinged to the 5/16"-thick drawing board which



takes paper up to 10" x 13". Board has two corners which hold paper steady with just one drawing pin. Cover has pocket to hold extra paper, etc. Case folds to 14" square, weighs 2 lbs. **For More Information Circle No. 176.**

EXECUTIVE CHAIR

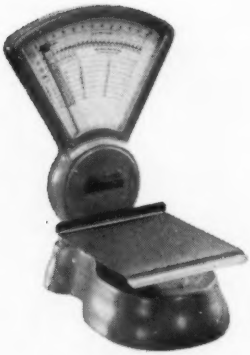
Imperial Desk Co., 1312 W. Florida St., Evansville 7, Ind., announces a chair featuring its panel arm styling and an anodized aluminum base. Known as Im-

perial 303, this executive chair is upholstered in a wide color selection of top grain leathers, Naugahyde and fabrics, or in distinctive combinations. **For More Information Circle No. 149.**

Skunked by a sneaky mail scale?

Mr. A mailed out a new price list. But the entire mailing got held up—insufficient postage! And the price list had to be reprinted, with a new date.

Or . . . an old and erratic mail scale can lose money for you by overweighing. (Even eight letters a day, with an extra 4¢ stamp, run into almost $100 in a year.) If your mail scale underweighs, your first class mail may arrive "Postage Due"—black eye for your company!



A Pitney-Bowes mailing scale avoids postage waste and/or embarrassment. Precision built, with an automatic pendulum mechanism, that stays accurate permanently. Hairline indicator registers quickly, accurately. Large markings are easy to read, make mailing faster, easier. Ask the nearest Pitney-Bowes office to show you any of seven models, including two for parcel post. Or send coupon for free booklet.

FREE: *Handy desk or wall chart of latest postal rates, with parcel post map and zone finder.*

Pitney-Bowes
MAILING SCALES

Made by the originator of the postage meter . . . 149 offices in U. S. and Canada

PITNEY-BOWES, INC.
3490 Walnut Street, Stamford, Conn.
Send free booklet ☐ *rate chart* ☐

*Name*_____

*Address*_____

For More Information Circle No. 275

WITH A HANDY

CHALLENGE

PAPER CUTTER

These Challenge Lever Cutters are ideal for duplicator operations or other office jobs particularly where fairly thick piles or large sheets of paper are to be cut . . . accurately.

They are capable of cutting 2½ to 3¼ inches of paper at a single stroke. Four models are available with cutting widths of 19⅜, 23, 26½ and 30½ inches. Both the bench type and stand models are offered.

Also available are easy-to-use Challenge Power Cutters in these same size ranges. For a handy free descriptive booklet on Challenge Lever and Power Cutters and names of local dealers write Challenge. Sold by leading Printing and Duplicator Equipment Dealers everywhere.

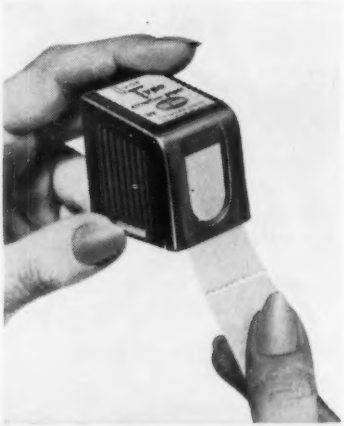
PC-114

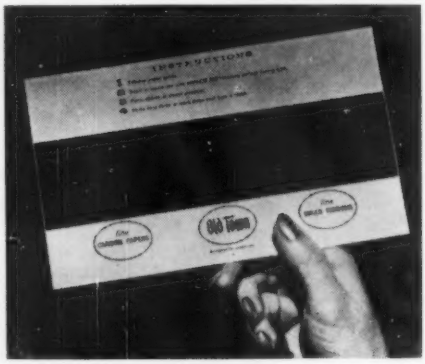
THE CHALLENGE MACHINERY CO.
GRAND HAVEN, MICHIGAN

For More Information Circle No. 315

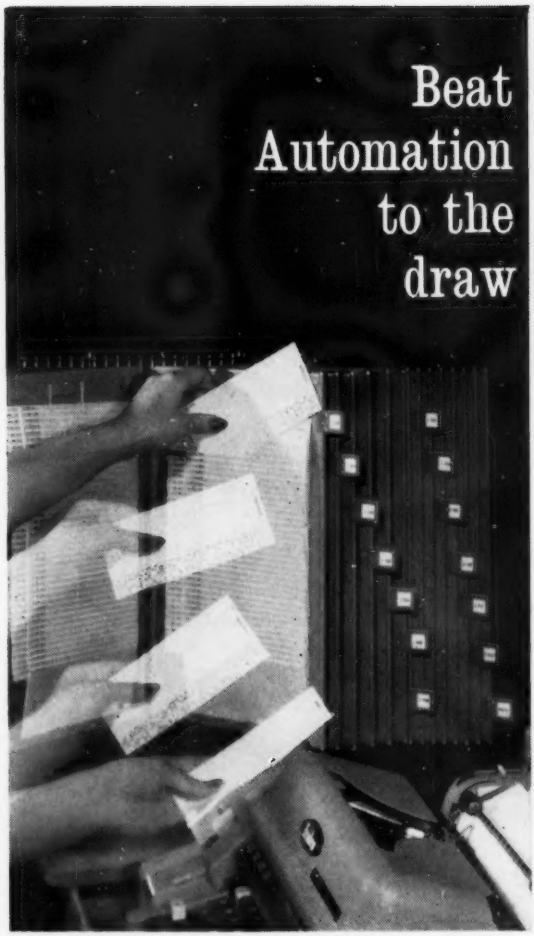
CORRECTION PAPER & TYPECLEANER

Old Town Corp., 750 Pacific St., Brooklyn 38, N. Y., announces Over-Type correction paper and Over-Type typecleaner. Over-Type correction paper is marketed in a handy dispenser and guaranteed to end messy erasures. Typist merely types





out the errors and types in the corrections. With Old Town Over-Type typecleaner, it is easy to clean type. Typist inserts Over-Type cleaner in her machine as she would a sheet of paper, with the red cleaning surface facing the type, places ribbon in stencil position and then strikes keys several times until type is clean. **For More Information Circle No. 153.**



Acme Super-Visible System lets operators find...feed...refile cards gunfighter fast!

Super-fast because it's Super-Visible. Keeps the identification edge of every card visible to the operator's eye, in quick-flip hinged aluminum frames. Cards slip out, slip back in a flash, faster than most machines can use them. Guarantees you the full productive power of your investment in office automation. To see how, send coupon today.

ACME VISIBLE

ACME VISIBLE RECORDS, INC.
2208 West Allview Drive
Crozet, Va.

Please give me facts showing how Super-Visible and other Acme Visible systems untangle the finding and filing snags in office automation.

Name_____ Title_____
Company_____
Address_____
City_____ Zone____ State_____

For More Information Circle No. 390

TYPEWRITER RIBBONS

Carter's Ink Co., Cambridge 42, Mass., announces Twin Six-Pack packaging for its typewriter ribbons. Two colorful, narrow boxes are joined by a hinge for easy separation. Inside each are six individual ribbon boxes for typists to keep handy at

typewriters, either in sixes or twelves. Reverse side of each box lists all machines the ribbon will fit. Spool number, machine, color, inking and length also appear on each box, as well as on the end of outside container. Six portholes show the number of ribbons left. **For More Information Circle No. 177.**

POCKETS ON FORMS

Perfelope Mfg. Co., 112 Academy St., Newark, Dela., makes continuous forms with patch pockets glued to the front or

back of forms to hold punched tapes or cards, blueprints or other material related to the form. Pockets can run horizontally or vertically. An 8½" x 11" form could have five or six separate tape pockets. Pockets may be open at top, bottom or either side; or closed on four sides and have a horizontal or vertical slit opening. The paper used for pockets may be whatever grade and weight is required for the job. **For More Information Circle No. 208.**

TELEPHONE SHOULDER HOLDER

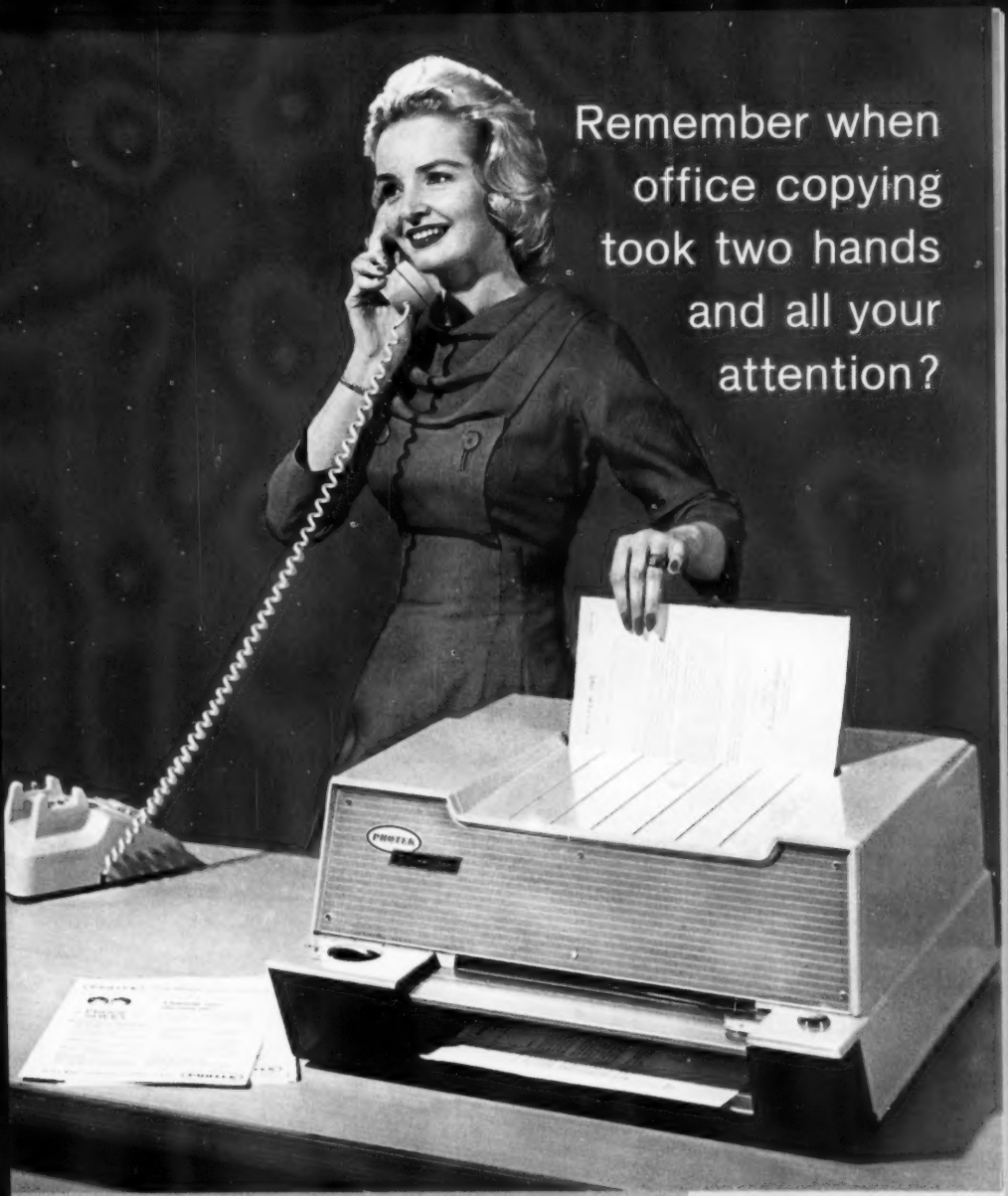
H. H. Renneker Co., Box 9235, San Diego 9, Calif., announces the Deluxe Model 500 Tele-Rest phone holder which is adjustable for all users including those whose distance from ear to shoulder may

be greater or less than average. It is also adjustable for use either on the left or right shoulder. The Tele-Rest fits all handsets in use in this country and allows using phone while leaving the hands free for taking notes, looking up filed material, etc. The Tele-Rest Model 500 is fully cushioned with clean, long-lasting natural rubber; comes in black and colors, retails at $2.25. **For More Information Circle No. 417.**

LABEL PRINTER, CUTTER

Adhesive Label Corp. of America, Dept. 10W, 727 W. Glendale Ave., Milwaukee 9, Wis., announces the Printmatic tabletop printing and die-cutting machine that produces pressure-sensitive labels at point

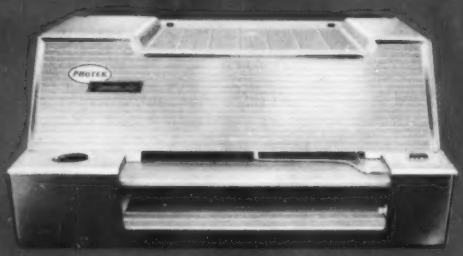
For More Information Circle No. 415 →

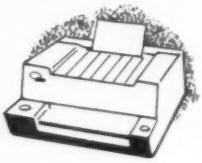


The new, **fully automatic** Photek Consecutor makes it easy to forget there was ever any other way but this incredibly simple method of producing clean, sharp, **perfect** photocopies. All you do is insert the original. That's it. The Consecutor does the rest.

Make a date to see the Photek Consecutor in action in your own office. Fill out and mail the coupon on the reverse side for a FREE demonstration.

The Photek Consecutor turns out dozens of letter-perfect office copies in rapid succession . . . does it all automatically!





IT'S ALL AUTOMATIC!

Hand it originals . . . and it'll hand you back perfect copies every time. No sheets to sandwich . . . no paper to peel apart. Copy is automatically trimmed to match the original.

IT SPEEDS PAPERWORK!

You can turn dozens of perfect photocopies in rapid succession . . . cut out costly extra-copy typing, carbons and proofreading. The Consecutor pays its way in increased efficiency.

IT COPIES EVERYTHING!

You get clean, sharp, permanent copies of anything penned, penciled, typed, drawn, printed, carbon copied or stamped in any color.

IT GOES ANYWHERE!

Move it from room to room . . . plug it into any floor or wall outlet . . . start copying instantly. The Consecutor operates in any light . . . needs no darkroom.

IT'S EASY TO OPERATE!

Turn it on . . . set the dial **once** . . . and run off copies. No warm-up wait . . . no paper-wasting experiments. Even beginners turn out perfect copies.

IT'S A BEAUTY, TOO!

The Consecutor is always at its "company's-coming" best. Its sleek, color-compatible case and smartly styled appearance make it a handsome addition to every office decor.

SEE IT IN ACTION . . . MAIL THIS NOW!

PHOTEK, INC.

P.O. Box 1553, Providence 1, R. I.

☐ Please contact us to arrange a FREE demonstration at our convenience without obligation.

☐ Please send us additional literature on the Photek Consecutor.

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COMPANY .....

ADDRESS .....

CITY ..... ZONE ..... STATE .....

If it's worth repeating, repeat it with PHOTEK

PHOTEK

Thermocopy Paper
Photocopy Paper
Photocopy Equipment and Supplies

A extron COMPANY

of use. It simultaneously prints, die-cuts, removes waste and rewinds pressure-sensitive labels from roll label stock at approxi-

mately 110 labels per minute. Suitable for production run quantities, unit is also said to produce short-run requirements at an overall saving of more than 50% of purchased label costs. All labels are produced ready to use; storage and inventory problems are eliminated. Smudge-resistant ink requires no drying time after printing, yet ink will not dry up in fountain when machine is left standing. Easy-to-understand instructions allow unskilled help to quickly operate machine. Simple adjustments permit change of label size, color or shape. Rubber plate is changed in 30 seconds, ink color or dies in less than a minute. **For More Information Circle No. 145.**

COFFEE BREAK KITS

Institutional Products Div., General Foods Corp., 250 North St., White Plains, N. Y., announces a single-cup coffee break kit containing Instant Maxwell House coffee, Pream, sugar and stir stick which are packed in individual serving envelopes with coffee envelope featuring GF's tear-string for easy opening. All

The Quik Stripper, Jr.

REMOVES PLATES AND CARDS FROM ADDRESSOGRAPH FRAMES

Strip plates and cards from frames quickly with this handy tool without touching inky plates. Saves finger nails and keeps hands clean. The Quik-Stripper, Jr. works with any kind of frame; small, medium or large—old style or new style—even frames holding stub-section plates.

Don't make plate stripping a chore. Keep your work up to date, from day to day, by equipping each operator with a Quik-Stripper, Jr. Sold on 5-day approval. Send for circular with details. Write Addressing Machine Co. of Calif., 667 Mission St., San Francisco 5, Calif. YUkon 2-2130.

For More Information Circle No. 321

See

HELLER ROBERTS

- ROBERTS Numbering Machines
- AMERICAN Perforators
- HELLER Staplers, Tackers
- FASFORM Formed Wire Products

BROOKLYN, N. Y. CLEVELAND, O.

For More Information Circle No. 322

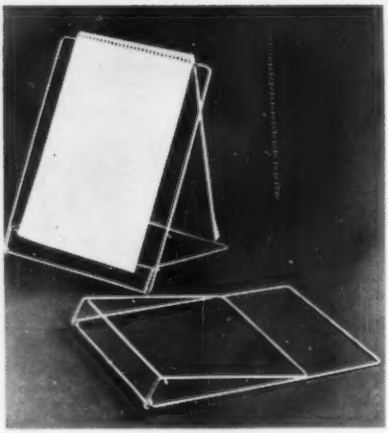
For More Information Circle No. 323

← For More Information Circle No. 415

items, including the wooden stir stick, are packed in a cardboard kit, 50 to a carton, ten cartons to a case. **For More Information Circle No. 213.**

STENO NOTEBOOK HOLDER

Cel-U-Dex Corp., New Windsor, Newburgh, N. Y., announces the Sten-X stenographic notebook holder which folds compactly for storage in a desk drawer and stands firmly on the desktop. Pages of notebook are easily flipped over without fumbling. Simple and attractive in ap-



pearance, it is made of chrome-plated steel, is lightweight and has no sharp edges to catch or scratch. Retails for $1. **For More Information Circle No. 211.**

STEVENSON & SMITH, INC.

LEADING MANUFACTURERS

OF

Intricate, Accurate, Economical

SPECIALTY

Multi-Part Business Forms

Stevenson & Smith, leading business forms manufacturers and business systems creators, are represented, coast to coast, by outstanding Business Forms dealers and systems analysts.

Write for name of your nearest representative.

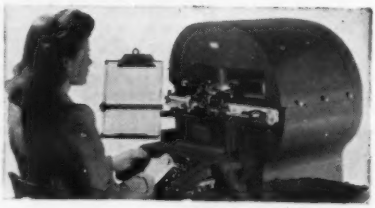
STEVENSON & SMITH, INC.
80 Duryee Street
NEWARK 3, NEW JERSEY

For More Information Circle No. 324

Substantially Reduces

NOISE

of Keyboard Graphotypes



SOUNDTROL Noise Reducing Hoods, the result of many years' research by acoustic engineers, protect workers from tiring noise—increase production and work accuracy. Your Graphotypes can be relocated for better work flow when noise is eliminated and machine's appearance is improved. SOUNDTROL Noise Reducing Hoods do not increase floorspace, retard ventilation nor interfere with machine servicing. Write for full information today!

JARDIN ASSOCIATES, INC.
155 John St., New York 38, N. Y.

For More Information Circle No. 325

蔡倫

RECOGNIZE THIS SIGNATURE? It belonged to Ts'ai Lun, the inventor of paper, 105 A. D.

Many signatures can't be recognized, due to handwriting habits, and sometimes due to the pen and ink used . . . but oftentimes it's because of the paper.

Modern business and office procedures demand clarity and neat appearance of paper work. PLOVER BOND, the visibly better letterhead paper, is a white, bright, strong paper rigidly controlled during processing to top quality standards. Selected raw materials are combined with the purest papermaking water in the world to form PLOVER BOND.

PLOVER BOND improves the appearance of any signature. Your signature reflects your personality . . . the letterhead represents your company. It's important that both are visibly better.

WHITING-PLOVER PAPER COMPANY, STEVENS POINT, WISCONSIN

BOND *better papers are made with cotton fiber*

For More Information Circle No. 274

Secretary approved*

Every Day File® and fast sorter

work smarter, not harder!

G/W's Every Day File is perfect for accurate record sorting. Up to 90% faster than other type sorters. Indexed leaves spread out flat for reading at a glance. Use on desk top as a work organizer; in desk drawer for current projects or personal files. Speed mail distribution. systematizes follow up, reminds you of appointments. Alphabetic, Daily, Daily-Monthly or Blank indexes. Sturdy midnight blue leather-like cover.

*See your local Office Supplies Dealer for the complete line of "Secretary Approved" office accessories or write us direct Dept. X-8.

GLOBE-WERNICKE

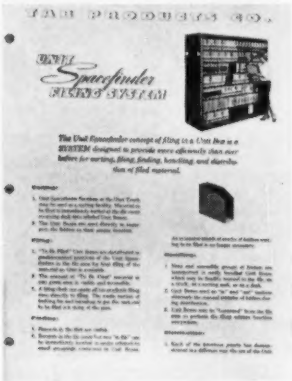
THE GLOBE-WERNICKE CO.
NORWOOD, CINCINNATI 12, OHIO

For More Information Circle No. 219

Literature FROM THE MANUFACTURERS

FILING SYSTEM

Tab Products Co., Dept. UST, 995 Market St., San Francisco 3, Calif., describes a complete filing technique in an illustrated four-page brochure on the Unit Spacefinder filing system. This concept



of filing in portable unit boxes provides more efficiency for sorting, filing, finding, handling and distribution. The Unit Spacefinder Filing System consists of rugged, free-standing, metal frames combined with hanging boxes 4" wide. For a copy, **Circle No. 195.**

INFORMATION HANDLING

ISR Div., FMA, Inc., 4925 Fairmount Ave., Washington, D. C., describes the development and implementation of systems for information handling in a 12-page brochure which outlines the operating technique of the ISR division, exclusively devoted to consultation and system development in information handling, storage and retrieval. Spells out the major steps in attacking problems in information handling: understanding customer goals; detailed analysis of system under consideration; development of conceptual model of a total system; implementation program in terms of new procedures and equipment; and final recommendation which includes comparative cost analyses and practical schedule for implementation. Short profiles of key ISR personnel are provided. For a copy, **Circle No. 199.**

HANDWRITING TRANSMISSION

Comptometer Corp., 5600 W. Jarvis Ave., Chicago 48, Ill., offers a brochure which describes many present installations of Electrowriter communication systems which provide instant transmission of handwritten information to any number of points, in any location and over any distance. For this "Modern Graphic Communications Study," **Circle No. 200.**

FORMS SYSTEMS

Moore Business Forms, Inc., Niagara Falls, N. Y., offers five ideas to help smaller businesses keep essential records with minimum time, effort and cost in a 22-page, two color brochure. These are: how to keep charge accounts current; a system for typewritten statements and ledger systems; how to cut payroll preparation time by 40%; how to cut the cost of paying bills; how to use one check for all disbursements. For a copy, **Circle No. 193.**

As necessary as a typewriter? W-e-l-l . . . No.

Perhaps the ASTRAL portable refrigerator is not as necessary to the well equipped office as a typewriter.

But more and more progressive business firms are discovering that an ASTRAL in the office can be as much an asset as any other piece of business equipment.

Office entertaining, often necessary, can become awkward and cumbersome. An ASTRAL makes it easy, pleasant and natural.

The convenience of portable refrigeration, offering refreshing soft drinks and fruits makes any executive's day more pleasant—and more productive.

And firms with ASTRAL refrigeration available to the general office, find a boost in employee morale—and a saving in time away from the desk during refreshment breaks.

To learn how an ASTRAL can fit into your office life write Dept. O-8.

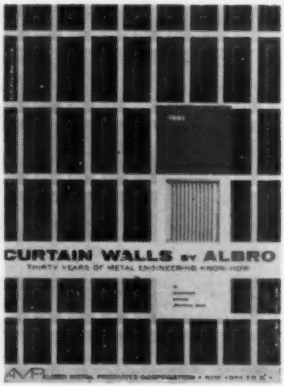
MORPHY RICHARDS Astral

232 S. VAN BRUNT STREET, ENGLEWOOD N. J

For More Information Circle No. 326

CURTAIN WALLS

Albro Metal Products Corp., 944 Longfellow Ave., New York 59, N. Y., offers a 16-page illustrated color catalog which describes the case-history use of metal curtain walls in commercial and other structures. Cross-sectional drawings, photographs, application and related data are used throughout. Examples are given



of Series 100 (large flat panels for enclosing medium and high-rise structures); Series 300 (structural aluminum grid system for low-rise buildings); Series 400 (commercial grid for high and extra high-rise structures); Series 500 (commercial grid for medium and high-rise buildings). General specifications, a list of representative 'Albro installations and photographic examples of some of these installations complete the catalog. For this catalog, **Circle No. 166.**

PHOTOGRAPHIC SUPPLIES

Anken Chemical & Film Corp., Hix Ave., Newton, N. J., offers a 24-page catalog and price list of its papers, films, emulsions, processors and chemicals. Devoted primarily to engineering and other photographic papers and films, the booklet also describes the company's projection materials for engineering, offset printing, microfilm and related uses; direct positive papers and films; monobath (multiple-copy photocopying) papers and processing solutions; Anken 27", 12" and 9" diffusion transfer processors, and various

MODERN EXTERIOR of Western Hydraulic and Service Co., Inc.

R. H. MIERS, EXEC. VICE-PRESIDENT of Western Hydraulic and Service Co., Inc.

THIS NATIONAL SYSTEM pays for itself in less than two years.

"Our *National* Accounting System saves us $4,330 a year... returns 62% annually on investment!"

—Western Hydraulic and Service Co., Inc., *Gardena, Calif.*

"We were not sure it would be profitable to install an automatic accounting system until we investigated National! We found that it is ideal for our business. Here are just a few of the many advantages received . . .

"We save 180 hours a month in record-keeping time alone and get more accurate records than ever before. It took only one day to train operators to use our National System efficiently. Its speed and accuracy have eliminated the need for clerical overtime. In addition, we get vital management control information we couldn't obtain with our previous method.

"We are happy to say that our National Accounting System saves us $4,330 a year. This is an annual return of 62% on our investment!"

Richard H. Miers
Exec. Vice President

Your business, too, can benefit from the many time- and money-saving features of a National System. Nationals pay for themselves quickly through savings, then continue to return an extra regular yearly profit. National's world-wide service organization will protect this profit. Ask us about the National Maintenance Plan. (See the yellow pages of your phone book.)

*TRADE MARK REG. U. S. PAT. OFF.

*National**

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS
ELECTRONIC DATA PROCESSING
NCR PAPER (NO CARBON REQUIRED)

THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio
1039 OFFICES IN 121 COUNTRIES
77 YEARS OF HELPING BUSINESS SAVE MONEY

For More Information Circle No. 272

SYNTRON

VIBRATORY BUSINESS FORM JOGGERS

Do all your paper jogging jobs faster, easier—

Increase office efficiency, stop waste. Checks, business forms, invoices, mail and many other jobs can be quickly aligned for easier handling. The electro-magnetic drive unit delivers 3600 vibrations per minute—enough to align most paper stock. Simplicity of design assures long, trouble-free operation with low maintenance.

Easy to operate, rheostat control. Available in a variety of sizes and styles — table deck, divided deck or bin type.

For detailed information write to— 61PJ3

SYNTRON
715 Lexington Avenue
Homer City, Pa.

For More Information Circle No. 327

darkroom and processing machine developers, fixers and other solutions. A section is titled Darkroom Tips for the handling of engineering drawing reproductions and intermediates. A comparison chart lists more than 30 contact and projection papers and films. For a copy, **Circle No. 216.**

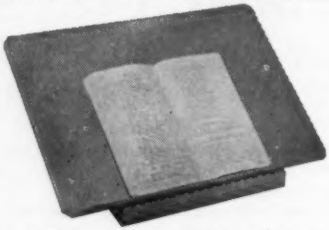
STORE CHECKOUT SYSTEM

Monroe-Sweda Div., Monroe Calculating Machine Co., Orange, N. J., offers "High Speed Checkout," an illustrated brochure which explains checkout operation based on the Monroe Sweda slant register. Of interest to supermarkets and self-service stores, the brochure covers checkout efficiency, storewide supervision and increased security. Standard Monroe-Sweda features incorporated in the machine are illustrated and explained in detail. Brochure also covers the Monroe-Sweda "power penny keys"—a feature claimed by the manufacturer to cut ring-up time by 30%. For a copy, **Circle No. 202.**

Flash Filing

BOOK HOLDER

One of more than 300 Flash Filing Products



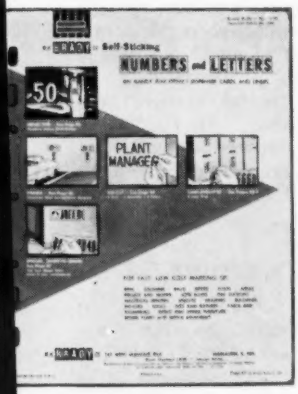
A handy book-holder with many uses! For students it holds text-books. For sales counters it holds price lists. For invalids it provides a restful holder of books, letters, etc. There's a large market for this helpful Flash Filing book-holder.

FLASH FILING, INC.
2634 S. Cherry, Fresno, Calif.

For More Information Circle No. 340

ADHESIVE NUMBERS, LETTERS

W. H. Brady Co., Dept. 165, 727 W. Glendale Ave., Milwaukee 9, Wis., describes self-sticking numbers and letters, to improve efficiency through a system of standardized identification, in an eight page color illustrated bulletin which describes over 560 stock numbers and letters. Bold black letters are printed on a bright yellow background made from Brady's sturdy pressure-sensitive water resistant vinyl cloth, in six sizes and furnished on Blue Streak dispenser cards. Die-cut numbers and letters are made from 3-mil abrasion-resistant, self-sticking vinyl. Easy-to-



remove Blue Streak liners protect adhesive until letters are used, come off fast and clean when letters are applied. Water, oil and abrasion resistant. Die-cut numbers and letters come 2" and 3" high, in yellow, black and white vinyl and aluminum foil. Numbers, letters and electric utility KVA ratings comprise the Bradylite line of reflective markers which are 2⅞" high with brilliant yellow character on a fadeproof black field. For a copy, **Circle No. 194.**

FORMS CONTROL

Watts Business Forms Div., Alfred Allen Watts Co., Clifton, N. J., offers Form-A-Trol, a procedure for forms con-

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for every type of file

Shown here is the #90 Cellugraf Signal. It features an opaque plastic writing surface which accommodates special notations such as numbers, letters, etc. Twelve standard colors. Graffco Signals bring facts to life.

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For More Information Circle No. 331

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- Lock clips hold many sheets with fast removal

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P. O. Box 221, Scottdale, Pa.

For More Information Circle No. 332

trol and paperwork simplification. The system, documented in a brief report, sets forth eight steps in establishing a forms control program with provisions for orderly forms procurement and inventory, eliminating unneeded forms; reduced printing and distribution costs; continuous evaluation of procedures; improved forms design for greater efficiency; increased employee awareness of effective management controls. For this procedure report with samples of forms used, **Circle No. 197.**

POSTAL INFORMATION

Pitney-Bowes, Inc., Box 741, Stamford, Conn., announces the first issue of "PB Post," a quarterly bulletin of postal information and human-interest items about mailing. The six-page, two-color, illustrated publication is designed as a 3½" x 8" letter enclosure. Its basic audience is the more than a quarter-million postage meter users whose collective mailings account for nearly half of all U. S. postage revenue. Published "in the interests of better mailing and postal service," according to the masthead, "PB Post" says it will reflect Pitney-Bowes' 41 years of knowledge of mailroom efficiencies and post office rules and regulations. For a copy, **Circle No. 196.**

COPYING MACHINE

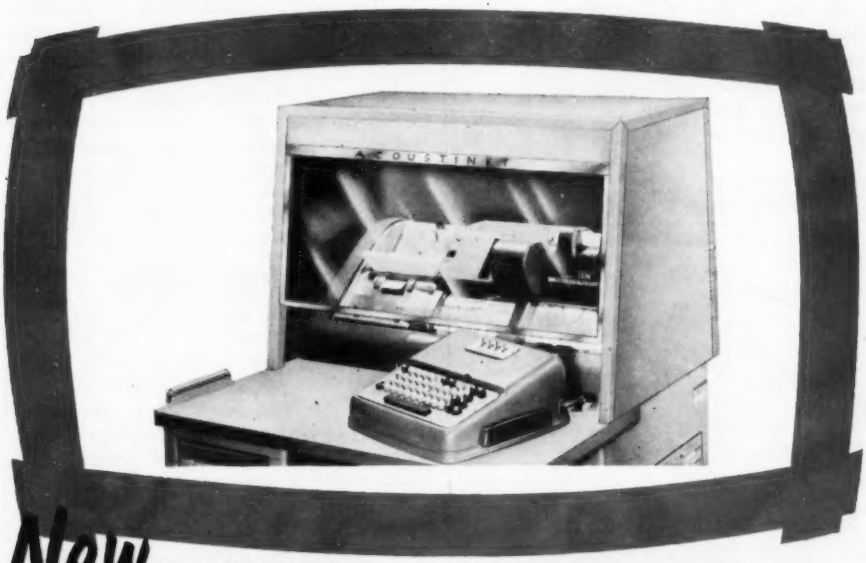
Ozalid Div., General Aniline & Film Corp., 518 Corliss Lane, Johnson City, N. Y., describes the Ozalid Streamliner 200 whiteprinter and accessories in a two-color brochure which lists users of the machine designed to produce clear, sharp whiteprints up to 42" wide at up to 14 ft. per minute. Operating controls and accessories, such as paper roll feed and cutter, have been planned for ease and simplicity, so that unskilled personnel can be trained to use it in minutes. Also described are alternate front and rear stacking trays, new cooling system, and fatigue-reducing control layout. For the brochure, which also gives details of power requirements, dimensions, and weights, **Circle No. 171.**

ARC LAMPS

NuArc Co., 5110 W. Grand Ave., Chicago 51, Ill., makes double deck arc lamps for large cameras or oversize copyboards, which guarantee even light over the entire copy area. NuArc's magnetic amplifier mechanism automatically controls the feed of the carbons, assuring the correct gap at all times during the burn. Lamps burn uniformly and consistently throughout the life of the carbons; remain constant in color, temperature and intensity. Available in floor or carrier types. For Bulletin N205 O, **Circle No. 161.**

FORMS PRODUCTION GUIDE

Business Forms International, Box 4676, Fort Lauderdale, Fla., has published a Forms Manufacturers Reference Guide which lists the production facilities of 33 forms manufacturers with more than 50 plants throughout the country. In addi-



New DEVELOPMENT

Data Processing Systems that automate office procedures include office machines that create noises which are disturbing to all personnel. Gates ACOUSTINET, Inc., introduces its new IDP-100 series ACOUSTINET specifically designed to absorb at least 50% of Key Punch and Verifier noise. This NEW flexible design, includes a tiltable shield which provides maximum operator comfort and convenience. It allows noise to be absorbed "at the source" without restricting access to the machine, punched cards, telegraphic tape or programme drums.

Write today: give machines, make, model used and measurements.

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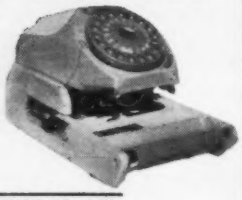

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For More Information Circle No. 334

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For More Information Circle No. 335

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If it's new, Sure-Rite has it!

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For More Information Circle No. 336

tion, the guide includes producers of related products such as envelopes, pegboard accounting systems, labels, edge-punched cards, forms systems and stock forms. Guide sheets are 8½" x 11", punched for standard three-ring binders. Designed for reference by forms dealers, stationers and large users of forms. For a copy, **Circle No. 198.**

HORIZONTAL CAMERA

M. P. Goodkin Co., 112 Arlington St., Newark 2, N. J., offers literature on the Goodkin Horizontal 18" camera. Designed for precise, high-speed production of line and halftone negatives with regular litho film, the Horizontal 18" is suited for the first-step needs of Ektalith, Gevacopy and xerography. It exposes film and matrix-transfer masters in sizes up to 14" x 18", enlarges to 3x and reduces to 1/3x, and can be operated in room light or darkroom. For a copy, **Circle No. 120.**

COPYING SYSTEM

Gevaert Co. of America, Inc., 321 West 54th St., New York 19, N. Y., offers a 12-page illustrated booklet, "Build Your Business With Gevacopy," which outlines various fields and items where the Gevacopy copying system is used to help solve problems of office reproduction. It also describes the extensive range of Gevacopy papers and their characteristics, and briefly mentions the relatively new Gevacopy aluminum offset plate. For bulletin 210.957, **Circle No. 172.**

DATA PROCESSING

Victor Adding Machine Co., 3900 N. Rockwell St., Chicago 18, Ill., describes solenoid operated digital printers, calculators and tape punches for high speed serial or parallel entry in a six-page brochure which illustrates alphanumeric printout for sequential item counting, variable input accumulations, test and inspection recording. Explains unit's use for data accumulation from remote location. For a copy, **Circle No. 210.**

Symptoms of the Accident-Prone Employee

SEVEN PERSONALITY qualities of accident proneness were identified by Thomas N. Jenkins, emeritus professor of psychology, New York University, in the July-Aug. issue of *Personnel,* published by American Management Assn. The seven syndromes characteristic of injury-repeaters are:

1. *Inattentiveness.* His attention is more easily distracted, than the safe worker's, from the task he is doing.

2. *Injudiciousness.* He is relatively unaware or lacks discernment of the need for acting prudently.

3. *Group-dissociative independence.* He feels less inclined to accept or comply with rules, standards and customs.

4. *Personal-social insensitivity.* His feelings and attitudes are less easily swayed by the feelings or actions of other people.

5. *Attitude toward pain.* He seems not to mind being in pain, and may even get a thrill from it. He forgets pain he has experienced in the past.

6. *Self-assurance.* He has a kind of self-confidence and believes that forethought or preventive care is unnecessary. He feels that complications are unlikely and that he can handle them spontaneously should they arise.

7. *Social orientation.* He tends to be aggressive and self-assertive towards others. He is unlikely to be interested in teamwork or cooperating in the achievement of group goals.

For More Information Circle No. 317

NEWS OF THE Office

SPAA Elects W. J. Bates

William J. Bates

William J. Bates was elected president, Systems & Procedures Assn. of America. He is director, Methods & Procedures Div., U. S. Steel Corp., Pittsburgh. Other new officers are: C. W. Schreiber, Organic Chemicals Div., American Cyanamid Co., Bound Brook, N. J., vice president; W. E. Rohde, Ideal Cement Co., Denver, secretary; Arthur Weiss, Altschuler, Melvois & Glasser, Chicago, treasurer.

NSBB Names Bacon President

Donald E. Bacon

Donald E. Bacon, division controller, R. R. Donnelley & Sons Co., Chicago, was elected president of the National Society for Business Budgeting. He succeeds A. D. Moor, budget manager, United Air Lines, San Francisco. The new president, who has been in the Society since its formation in 1951, served as vice president during the past year and was a member of the board of directors the five prior years. He served as president of the Chicago chapter in 1954-55 and was also first president of the Calumet region chapter in 1958-59.

Pia Is NMAA President

Alfonso G. Pia

The annual conference of the National Machine Accountants Assn. in Toronto last month was, as usual, held conjunctively with an exhibition of manufacturers' products, some 50 exhibitors participating. Business sessions were devoted, in the main, to seminar and panel meetings. Alfonso G. Pia was elected NMAA president for 1961-62. Mr. Pia heads the mechanized accounting division for the Church of Jesus Christ of Latter-Day Saints. NMAA will hold its next annual conference June 20-22, 1962, in New York at the Statler Hotel.

Winslow Pike Heads NABAC

Winslow E. Pike

Officers to serve the Assn. for Bank Audit, Control & Operation during the 1961-62 are: Winslow E. Pike, vice president and controller, First National Bank of Atlanta, Ga., president; David Cooke, vice president and controller, Zions First National Bank, Salt Lake City, 1st vice president; Henry J. Rohlf, vice president, Mercantile Trust Co., St. Louis, 2nd vice president; Raymond J. Coakley, auditor, Harris Trust & Savings Bank,

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Gleams when cleaned with damp cloth. Resists alcohol, cigarette burns, etc.

Extra Thick

Heavy lamination of wood-grain plastic over 5/16" Presdwood. Won't slip, won't creep.

Tough

Chairs glide smoothly over the mar-resistant surface. Not slippery. Chip resistant.

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MASO CHAIR MAT

The only mat that looks as beautiful as a desk top . . . and it's REVERSIBLE!

Made of lustrous wood-grain plastic, this amazing mat is stain, burn and chip resistant. Extra heavy. Easy to clean. Blends with modern and traditional interiors. Four authentic wood-grains in newest decorator colors: Walnut, Desert Tan, Mist Green, Driftwood Gray. Choice of sizes. Large executive model, 48" x 54". REVERSIBLE; wood-grained plastic finish both sides. Extremely long wearing; low cost. Send for literature TODAY.

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For More Information Circle No. 276

CURTIS·YOUNG CORPORATION

COPYING PRODUCTS THAT REFLECT YOUR GOOD JUDGMENT—*SINCE 1895*— 110 WEST 18th ST., NEW YORK 11, N. Y.

Chicago, treasurer. NABAC announced that it had added 375 new member-banks during its 1960-61 year just ended, organized nine new conferences and inaugurated a loss-prevention program for the association's coming year designed to minimize the possibilities of bank fraud.

High School Computer Course

Staples High School, Westport, Conn., has the first high school computer programing and operating course. Sixteen students will study 3½ hours a day for four weeks with a Royal Precision LGP-30 computer installed by Royal McBee Corp., according to Stanley H. Lorenzen, principal.

Certified Secretaries Seminars

A human relations seminar will be held for Certified Professional Secretaries at the University of Colorado, Boulder, Aug. 13-18, it was announced by Prof. George A. Wagoner, dean of the Institute for Certifying Secretaries, a department of the National Secretaries Assn. The institute also will sponsor a seminar on world affairs at George Washington University, Washington, D. C., Sept. 10-15.

Attend Standards Meeting

Representing American manufacturers of office machines, a nine-man delegation met in Turin, Italy, June 22-24, to set up agreements on machine standards. Headed by Carl P. Ray, vice president, Royal McBee Corp., the group discussed eliminating unnecessary product variations such as spacing, character format and alignment, without inhibiting design and development techniques of individual manufacturers. Other members of the group are: Vincent G. Grey, American Standards Assn.; T. Maurice Butler, Burroughs Corp.; Leslie A. Bechtel Jr., IBM; William E. Andrus, IBM World Trade Corp.; William Burkhart, Monroe Calculating Machine Co.; Ray A. Christian, National Cash Register Co.; Charles E. Ginder, Office Equipment Manufacturers Institute; James Vincent, Underwood Corp.

1962 National Business Show

The 53rd National Business Show will be held in the New York Coliseum June 4-8, 1962, it was announced by Robert C. Walter, executive director of Office Executives Assn., New York chapter of National Office Management Assn. A concurrent conference program will supplement the show. Subjects already selected include: versatility of copying equipment, effective use of service organizations, office machine maintenance agreements, dictating equipment and methods.

ACM Conference in Los Angeles

Ninety technical papers will be read at 24 formal sessions of the 16th Annual Conference of the Assn. for Computing Machinery, Sept. 5-8, in Los Angeles. For the first time, the program will include the exhibits of 33 companies, according to Benjamin F. Handy Jr., committee chairman.

NAA Secretary

Rawn Brinkley was elected secretary of the National Assn. of Accountants, it was announced by the board of directors. He had been assistant secretary since 1954 and succeeds Arthur B. Gunnarson who retired June 30. Mr. Gunnarson will continue to serve as consultant to the board to undertake special assignments.

ComptoHelp Expands Services

ComptoHelp Div., Comptometer Corp., Chicago, which offers temporary office help, has expanded its activities to take in the full range of office skills. The firm previously specialized in a temporary-help calculating service which, during the past five years, has been used by some 30,000 businesses. Under the expanded program, the service will include stenographic, typing, bookkeeping, dictating machine and general clerical functions. Eventually, ComptoHelp operations will be conducted through more than 90 branch offices maintained by Comptometer Corp.

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Mergenthaler's 75th Anniversary

THIS YEAR is the 75th anniversary of the invention of the Linotype machine by Ottmar Mergenthaler. Important though the machine has become (you are now reading Linotype composition), it is actually an instrument of a larger cause undertaken by Mergenthaler Linotype Co. to service the ever-expanding reproduction industry with a network of facilities here and abroad, symbolized by the firm's traditional home in Brooklyn, N. Y., where for many years the Linotype machine was produced. The Brooklyn plant is also Mergenthaler management headquarters. The Linotype machine and component manufacture has been moved to Plainview, an industrial park area of Long Island.

The Plainview facility also houses the manufacture of products of Davidson Corp., a Mergenthaler subsidiary which produces a full line of offset duplicators, ancillary equipment and operating materials. Davidson executive offices are in the Brooklyn building. A third facility in Wellsboro, Pa., produces the Linofilm system of integrated units which provide not only for setting type photographically but for corrections, alterations and makeup into page form. Wellsboro also produces related electronic devices.

Mergenthaler is represented outside the country principally by three subsidiaries: Canadian Linotype, Ltd., Toronto, Canada; Linotype & Machinery Ltd., London; and Mergenthaler Setzmaschinen-Fabrik GmbH., Frankfurt-am-Main, Germany.

DUX Precision Sharpener

The Blade Makes the Difference

The improved desk model with spill-proof receptacle for shavings. Sharpening unit made of lightweight white metal with famous Dux blade. Colorful cases.
Available at all better stationery stores. Many other models.
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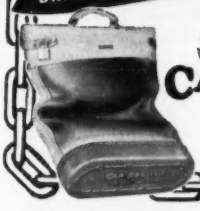

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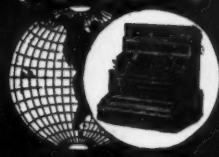

HIGHEST QUALITY PRODUCTS

CASHERE CORPORATION
Successor to International Cash Register & Parts Co.
207 E. Evergreen Ave., Mt. Prospect, Ill.

For More Information Circle No. 285

NEWS OF THE Industry

Fairchild Mailing Machines

C. F. Shaffer

Formation of a new Business Machines Div. for the manufacture and marketing of a complete line of paper handling equipment was announced by John Carter, president, Fairchild Camera & Instrument Corp., Syosset, N. Y. C. F. Shaffer, formerly marketing manager, Harris Seybold Co., was named division general manager for the new operation which will be headquartered in Cleveland. Products will include postage meters and scales, folding machines, collators, inserters and other mailroom equipment. First products are scheduled to reach the market next month.

Ditto Enters Diazo Field

Scott Harrod, president and chief executive officer, Ditto, Inc., announced two management appointments: Robert C. Aldrich to product manager, diazo machines and equipment; and Arthur F. Jacobs, product manager, diazo supplies. The two executives were formerly with C. F. Pease Co., and joined Ditto when the company acquired certain Pease assets and began manufacturing whiteprint and blueprint machines and supplies.

Victor, Comptometer to Merge

The directors of Victor Adding Machine Co. and Comptometer Corp. have unanimously approved the combination of the two companies. Approximately 1,000,000 outstanding shares of Comptometer stock will become the same number of shares in the combined operation, and the 1,000,000 outstanding shares of Victor stock will become 3,600,000 shares of the combined operation. Detailed agreements are being prepared and will be submitted for approval by stockholders at meetings to be held at an early date.

A-M Advertising Manager

Charles A. Weston

Addressograph-Multigraph Corp. announced the appointment of Charles A. Weston as advertising manager. Sales promotion manager since 1960, he retains his former responsibility for sales promotion material and takes over direct supervision of the corporation's publication advertising, public relations and internal communication programs. He joined Addressograph-Multigraph in 1945.

Columbia Products in Germany

An agreement between Columbia Ribbon & Carbon Mfg. Co., Glen Cove, N. Y., and Hoffmann & Engelmann, Neuestadt, Western Germany, to manufacture Columbia Colitho offset duplicating plates for European markets was announced by Henry B. Holmes, Columbia executive vice president. He also announced a licensing agreement with Gunther-Wagner, Pelikan-Werke, Hannover, Germany, and General Company Ltd., Osaka, Japan, for the manufacture of solvent carbons. Carfa, Ltd., Colum-

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Sada Sprint
This unique spirit duplicator reproduces any typescript, manuscript or drawing in one or more colors

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Compact in dimension but full-size in results, this modern stencil duplicator is hand or electrically operated

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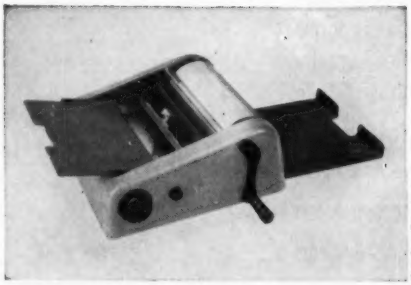
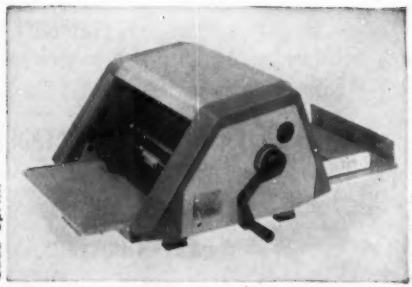
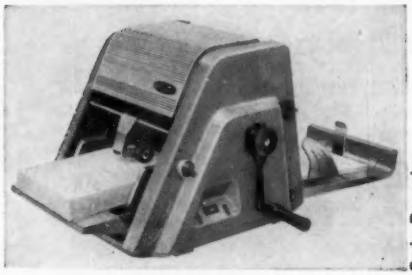
This electrically-operated automatic stencil duplicator has exclusive money-saving features



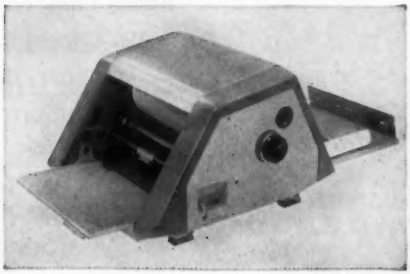
Sada Sprint



Sada Replic hand operated



Sada Reporter



Sada Replic electrically operated

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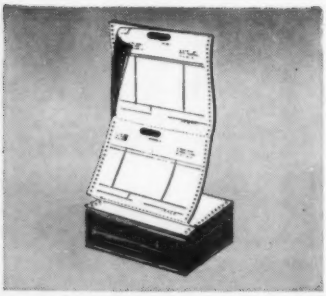

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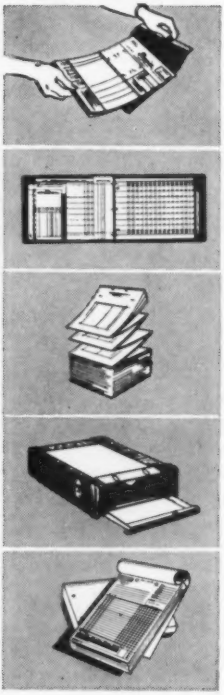

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For More Information Circle No. 348

bia's licensee in Zurich, introduced solvent carbons to the Swiss market June 1. The French licensee, Armor of Nantes, marked its first full year of association with Columbia in June.

Reich Succeeds Hulburd

George R. Reich

Fred G. Hulburd, Victor Adding Machine Co. director of advertising and sales promotion for the last 21 years, announced his retirement. George R. Reich, the firm's sales promotion manager for the past seven years, was named advertising and sales promotion manager. Mr. Hulburd has been with Victor since 1940. In World War II, he was assistant to Victor's president acting as government liaison in Washington, while the firm produced Norden Bombsights.

Dictaphone Vice President

Robert W. Belcher

The board of directors of Dictaphone Corp. elected Robert W. Belcher vice president in charge of the international division, according to Lloyd M. Powell, president. Prior to his appointment, Mr. Belcher was general manager of the division.. He joined Dictaphone in 1947 as a member of the New York sales staff, was assigned to executive responsibilities in the international division in 1949.

Bedford Heads Graffco

Sherman C. Bedford has been named president of the George B. Graff Co., Cambridge, Mass., according to an announcement by Ralph C. Harper, chairman. Mr. Bedford was formerly vice president.

Davidson Duplicating Products

J. B. Nichols

J. B. Nichols was named to the new position of manager, duplicating products division, Davidson Corp., Brooklyn, N. Y., it was announced by W. W. Davidson Jr., president. The division incorporates the Dav-A-Matic and supply line under direction of Mr. Nichols to strengthen the home office marketing organization and increase services to distributors and branches. Mr. Nichols has many years of experience as manager of the supplies division. Assisting him will be William Moran, product manager for Dav-A-Matic, and Ted Schwartz, product manager for supplies.

Ozalid, Ansco Post Filled

Edward A. Malling was appointed director of marketing planning and services for the Ansco and Ozalid Divs., General Aniline & Film Corp., it was announced by Dr. Leopold Eckler, vice president and group executive of its Photo & Repro Group. Formerly vice president and director of marketing for Flexonics Corp. Div., Calumet & Hecla, Mr. Malling was also associated with General Electric Co.

Mosler Vice President

A. F. Anderson

Arthur F. Anderson was appointed a vice president of Mosler Safe Co., it was announced by John Mosler, president. Mr. Anderson will be in charge of commercial sales, both dealer and retail. A veteran of 26 years with Mosler, Mr. Anderson has been New England regional manager, New York regional manager, Eastern regional manager, and national sales manager; all in

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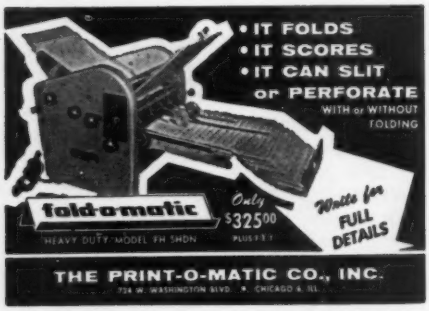


For More Information Circle No. 386

the commercial division. He represents the company with Safe Manufacturers National Assn. and is chairman of that organization's planning and technical advisory committee.

Noll Is NOMDA President

Edgar Noll

National Office Machine Dealers Assn. held its 36th annual convention at Grossinger's, N. Y., with the usual interest and enthusiasm displayed by the membership when such events take place at resort sites. The business discussions were generally confined to panel sessions. Some 50 exhibits offered numerous new products to the attending dealers. NOMDA goes to Minneapolis for its next convention, June 24-27, 1962. Edgar Noll, of Philadelphia, was elected the 1961-62 president.

Pease Property to Victor

Lands and building of the C. F. Pease Co., 2601 W. Irving Park, Chicago, were acquired by Victor Adding Machine Co. Properties of the two firms adjoin. Purchase includes an 87,141 sq. ft., two-story brick building on a 2½-acre site. Executive vice president Carl Buehler stated that construction is underway to enlarge the main Victor plant with a 66,000 sq. ft. expandable extension. Employees' parking lot is being enlarged to accommodate about 800 additional cars. These projects are in addition to a $2-million interior modernization program started in 1960.

Lynn Paper West Coast Plant

Lynn Paper Products Mfg. Co. announced the opening of its California branch plant at 667 S. Clarence St., Los Angeles, where it will manufacture its line of paper rolls for cash registers, adding machines and Teletypes. Sales will be handled under the name Rittenhouse Paper Co. from the same address. This will result in better delivery and lower delivered prices for west coast customers.

A $7.5 Billion Market

The Office Products Institute of the National Stationery & Office Equipment Assn. has published a market study which indicates that the combined U. S. office stationery, supplies, machines, furniture and equipment industry grossed $7.5 billion in 1960, and is growing at an average rate of 6% annually.

Columbia Sells Department

Columbia Ribbon & Carbon Mfg. Co., Glen Cove, N. Y., announced sale of its gelatin roll department and inventory including a small duplicator to Beck Duplicator Co., New York, according to Henry B. Holmes, executive vice president. The product line was manufactured by Columbia's Kopy-Rite Dept., which will continue to manufacture Clean Hands lotion handcleaner, spirit duplicating fluid, Colitho etch and fountain solution for offset duplicating, as well as gelatin trays and refill composition.

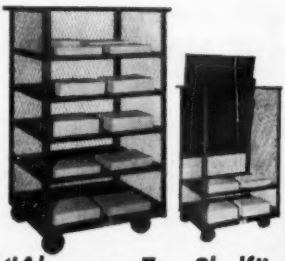
Heads Chesley Industries

Robert G. Chesley

Chesley Industries, Inc., named Robert G. Chesley president and general manager, succeeding George W. Chesley who founded the company 14 years ago. George Chesley continues as board chairman and treasurer. Robert Chesley, who has been with the company since it was founded, was vice president in charge of sales and advertising for the past four years.

Dashew-RCA Service Agreement

Dashew Business Machines, Inc. has announced the signing of a contract with RCA Service Co. for maintenance of Dashew's new source recording Printapunch machines and the Dashew emboss-



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For More Information Circle No. 388

ing and code punching Datatypers. RCA Service data processing personnel throughout the nation will perform preventative maintenance, as well as make special service calls when required. They are undergoing factory training in maintenance routines, and will be provided stocks of spare parts for Dashew machines. Present operating and maintenance personnel of the Dashew Service Bureaus will continue to service regular customers.

New Dictaphone Division

Dictaphone Corp. announced formation of an Educational Div. and appointment of seven regional representatives for the new corporate unit. Carol Lyttle, vice president for sales, said Dictaphone is concentrating its efforts to produce superior systems for teaching, especially in language comprehension. Named to key posts under Kenneth Hargrove, Educational Div. director, were: W. E. Lindquist, southern; D. B. Parent, midwest; Richard Hodgdon, New England; Thomas Burke, Mid-Atlantic; Irving Hirschfield, western; James J. Sullivan, Chicago; Harry Southworth, Canadian.

Art Metal Sales Director

Carl H. Bowen

Carl H. Bowen, vice president of Art Metal, Inc., Jamestown, N. Y., has been made director of sales and marketing for the office furniture and file manufacturer. Announcement of the appointment of Mr. Bowen to this post was made by Falconer Jones, Art Metal president. In his new position, Mr. Bowen, who has been with Art Metal since 1922, will have charge of all sales and marketing in the company's outlets across the country.

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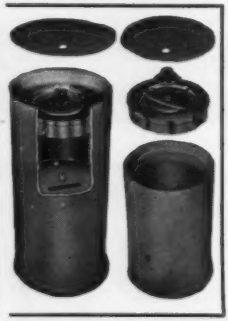

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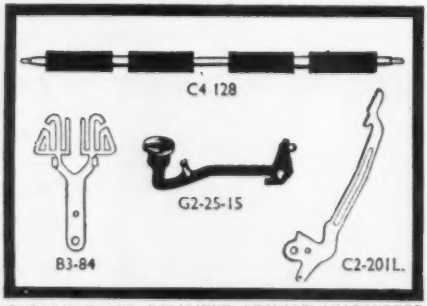

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Barkley General Manager

F. E. Dukes Jr.

Peyton H. Barkley, president, C. L. Barkley & Co., Chicago manufacturer of filing supplies, announced the appointment of Forrest E. Dukes Jr. as general manager. He was with Royal-McBee Corp. for 15 years as zone manager of the Chicago territory, branch manager at Louisville, Ky., and sales representative at Indianapolis.

Heads Kodak's Methods Center

Donald L. Schading was named manager of Eastman Kodak's business photo methods training center, it was announced by T. F. Pevear, company vice president and director of sales administration. Mr. Schading joined Kodak in 1953.

Emeco Buys Standard Furniture

Wilton C. Dinges, president, Emeco Corp., Hanover, Pa., announced purchase of Standard Furniture Co., Herkimer, N. Y., manufacturer of wood office furniture. Emeco, manufacturer of office and institutional seating in aluminum and steel, will continue to produce furniture under the Standard trade-name. The block-square plant in Herkimer will be operated as Standard Furniture Co., Wood Furniture Div. of Emeco Corp.

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For More Information Circle No. 341

NATIONAL Conference & Exhibit CALENDAR

Chicago International Trade Fair, McCormick Place, Chicago, July 25-Aug. 10.

National Society of Public Accountants, Denver-Hilton Hotel, Denver, Aug. 28-Sept. 1.

Assn. for Computing Machinery, Statler-Hilton Hotel, Los Angeles, Sept. 5-8.

National Assn. for Bank Audit, Control & Operation, Conrad Hilton Hotel, Chicago, Sept. 11-13.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 23-27.

Life Office Management Assn., Shoreham Hotel, Washington, D. C., Sept. 25-27.

American Production & Inventory Control Society, Pick-Congress Hotel, Chicago, Sept. 28-29.

National Institute of Governmental Purchasing, Commodore Hotel, New York, Oct. 8-11.

Systems & Procedures Assn., Statler-Hilton and Pick-Carter Hotels, Cleveland, Oct. 9-11.

American Bankers Assn., San Francisco, Oct. 15-18.

National Business Forms Associates, Americana Hotel, Bal Harbour, Fla., Oct. 23-26.

American Institute of Certified Public Accountants, Palmer House, Chicago, Oct. 29-Nov. 1.

Society of Reproduction Engineers, Biltmore Hotel, Los Angeles, Dec. 2-5.

Eastern Joint Computer Conference, Sheraton-Park Hotel, Washington, D. C., Dec. 12-14.

EVENTS ABROAD

Business Efficiency Exhibition, Olympia, London, Oct. 2-11.

Electronic Computer Exhibition, Olympia, London, Oct. 4-12.

International Office Equipment Exhibit, (SICOB), Paris, Oct. 13-22.

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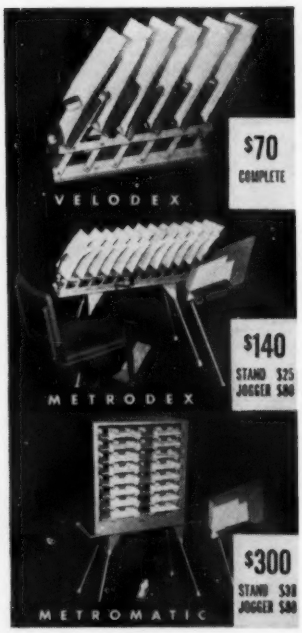

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For More Information Circle No. 112

AS WE *See* IT

"Business morality is on the decline."

This startling statement came forth during a recent conversation on marketing with a stable, successful office equipment executive. He allots an equal share of greed to buyers and sellers each in the get-it-quick scramble today.

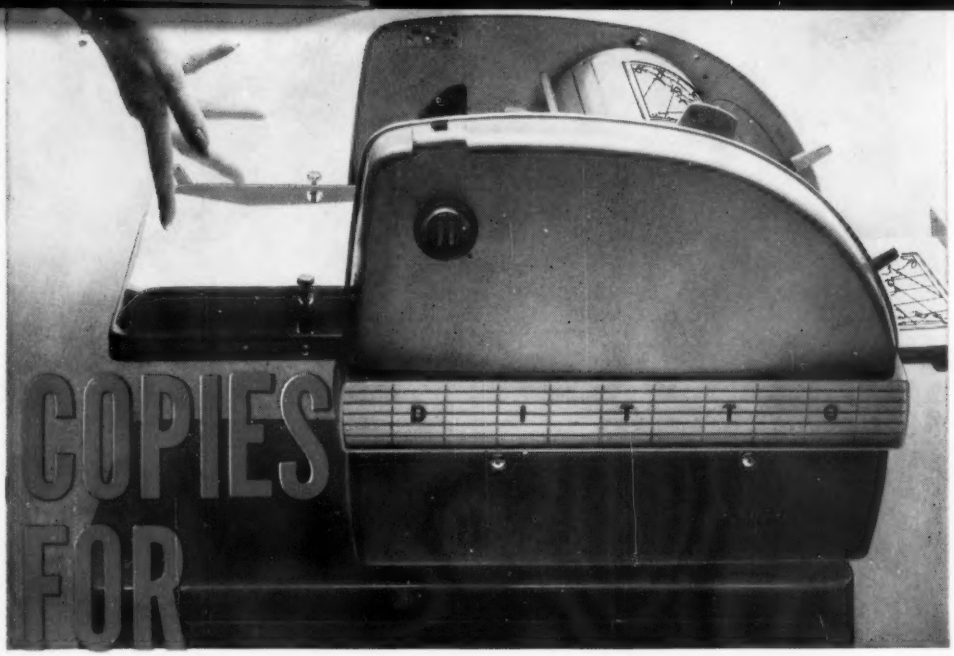
We are not certain that he is right and fervently hope not. We should like to know what our readers think on this subject.

There are indications of bribes, kick-backs and overly expensive gifts as part of the business scene, but it has been ever thus and we doubt that the condition is proportionately any worse now than it was a century ago. The tremendous volume of business transactions, often subject to goldfish bowl publicity, receive far greater attention today when distasteful ethics are unearthed. The great majority of business transactions are certainly conducted with complete integrity on all sides.

To quote the ungrammatical sentence of one of the most successful and honest manufacturers in this industry, "Bought business is no business." It requires bare kindergarten logic to realize that when one vendor (with an equally amoral vendee) indulges in this vicious practice, a competitor can up the ante and the cycle eventually becomes fruitless and uneconomical.

This is only a secondary reason. What counts in the long run is the elimination of such practices simply because they are not right. Our whole society needs examples of doing what is right because it is right and not just because it is the economical or smart thing to do.

What do you think?



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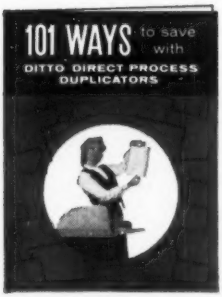

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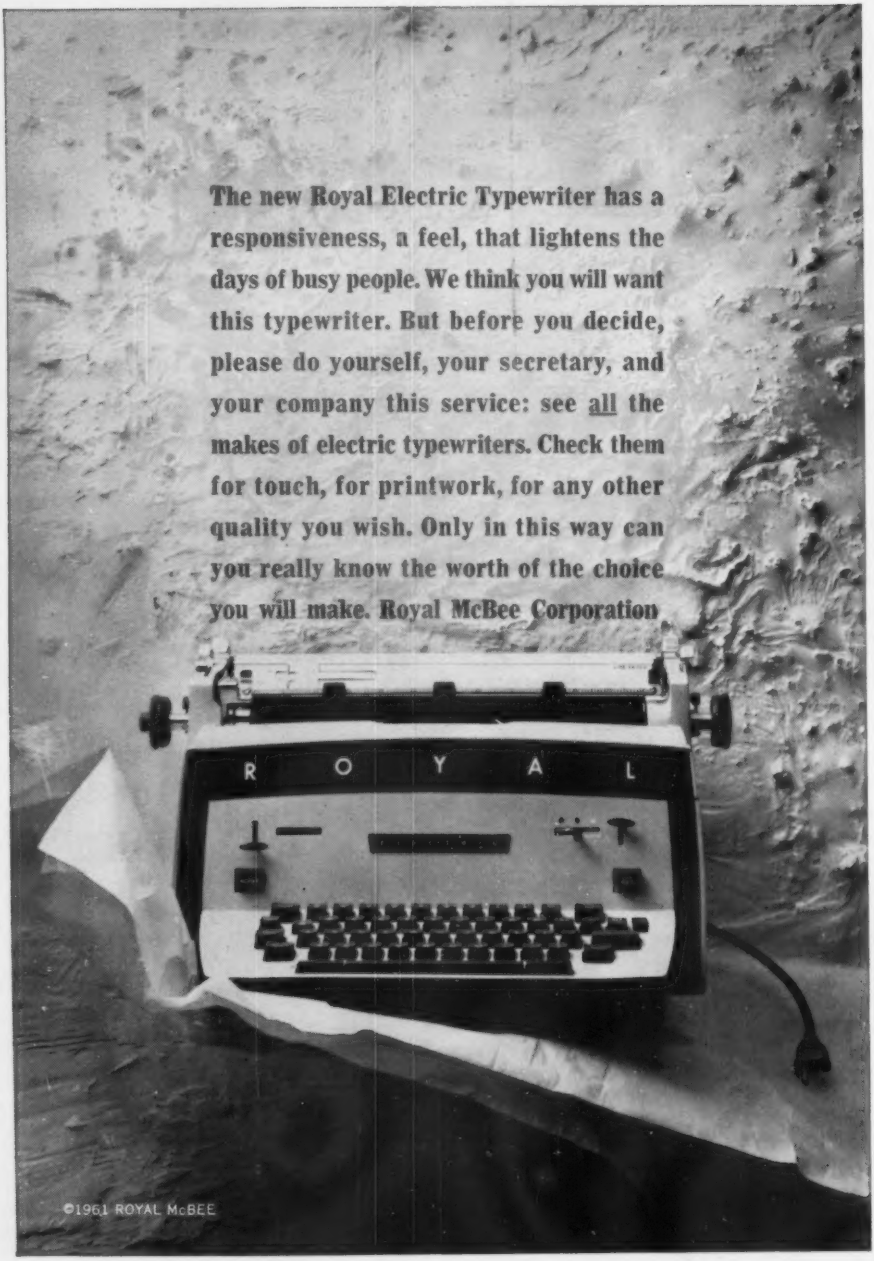

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